



**AR240 - Managing Customer Billing, Receivables and
Customer Payments - DBF**

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Training Guide

AR240 - Managing Customer Billing, Receivables and Customer Payments - DBF



Table of Contents

AR240	1
AR240 Managing Customer Billing, Receivables and Customer Payments - DBF.....	1
Course Audiences and Prerequisites	1
Lesson 1: Understanding Payment Processing	2
1.1 Understanding Order-to-Cash Business Units	2
1.2 Understanding Billing	3
1.3 Understanding Deposits and Payments	12
1.4 Understanding Direct Journals	19
1.5 Understanding the Receivable Update (ARUPDATE) Process	20
Lesson 2: Processing Employee Payroll "Advances"	26
2.1 Creating a Customer	27
2.2 Creating a Bill with a Bill Type of Payroll Advance	43
2.3 Entering Regular Deposit	45
2.4 Entering Payment as Direct Journal	51
2.5 Canceling an Invoice	54
Lesson 3: Processing Payments Interfaced from MD State Treasury	57
3.1 Running the MD State Treasury Interface	58
3.1.1 Running the MD State Treasurer's Interface	58
3.1.2 Creating a Match / No Match Report (Credit Card Payments Only)	64
3.2 Processing Interest Payments	68
3.2.1 Reviewing the Interest Payment	68
3.2.2 Updating the Accounting Entries on Direct Journal Page	71
3.3 Processing Asbestos Payments (Baltimore City)	75
3.3.1 Reviewing the Asbestos Payment	75
3.3.2 Updating the Accounting Entries on the Direct Journal Page	78
3.4 Processing Federal Tax Leins	79
3.4.1 Reviewing Federal Tax Lien Payments	80
3.4.2 Updating the Accounting Entries on the Direct Journal Page	82
3.5 Processing Landlord Tenant Payments	85
3.5.1 Reviewing Landlord Tenant Payments	85
3.5.2 Updating the Accounting Entries on the Direct Journal Page	86
3.6 Processing Grant Wires	88
3.6.1 Reviewing Grant Payment	88
3.6.2 Applying Payment to Invoice	92
3.6.3 Running AR Update	98
3.6.4 Reviewing Customer Account	102
Lesson 4: Recording Revenue via Direct Journal	107
4.1 Entering Revenue Deposits	108
4.2 Allocating Revenue	114
4.3 Generating the FAR Report	117
4.4 Marking a Payment as "Complete"	123
4.5 Editing a Direct Journal	126
Lesson 5: Processing Revenue Refunds	132
5.1 Processing Revenue Refunds	132
Course Summary	143

AR240

AR240 Managing Customer Billing, Receivables and Customer Payments - DBF

Course Overview

The *AR240 Managing Customer Billing, Receivables and Customer Payments - DBF* course discusses the Order-to-Cash (OTC) cycle for Maryland State Treasury payments and grant payments and tracking employee advances (payroll and travel) using GEARS Billing (BI) and Accounts Receivable (AR) modules

This course discusses processing of customer billing, receivables, and payment transactions in GEARS for the following types of transactions for Department of Budget and Finance DBF:

- Process employee advances (payroll/travel)
- Process payments online using direct journals or loaded from MD State Treasury (interest, asbestos, federal tax liens, landlord tenant, and grant wire payments)

Course Outline

The following sections and lessons provide step-by-step instructions on processing revenue allocation and payment recording for DBF transactions in GEARS.

- Course Audiences and Prerequisites
- Lesson 1: Understanding Payment Processing
- Lesson 2: Processing Employee Payroll "Advances"
- Lesson 3: Processing Payments Interfaced from MD State Treasury
- Lesson 4: Recording Revenue via Direct Journal
- Lesson 5: Processing Revenue Refunds
- Course Summary

Course Audiences and Prerequisites

Audience(s)

The Judiciary audiences for this course are:

- AOC Department of Budget and Finance - Revenue Division

GEARS Role(s)

This course is intended for Judiciary employees with the following GEARS role(s):

- BI Customer Maintenance
- BI Specialist
- AR Specialist

Prerequisites

The recommended prerequisites for this course are:

Training Guide

AR240 - Managing Customer Billing, Receivables and Customer Payments - DBF



- INT 100 Introduction to GEARS
- AR100 Understanding GEARS Billing and Accounts Receivable Processes

Lesson 1: Understanding Payment Processing

Lesson Overview

Department of Budget and Finance processes direct journals and regular payments to record AOC and grant transactions in GEARS Accounts Receivables (AR) and Billing (BI) modules.

Payments may be processed (1) manually entered online, (2) through an interface (e.g., Maryland State Treasury interface), and/or (3) through direct journals.

Lesson Objectives

After completing this lesson, you will be able to:

- Understand Order-to-Cash (OTC) business units
- Understand billing
- Understand deposits and payments
- Understand direct journals
- Understanding the Receivable Update (ARUPDATE) process

1.1 Understanding Order-to-Cash Business Units

After completing this topic, you will be familiar with:

- GEARS Order-to-Cash (OTC) business units
- How a business units are used to process Judiciary Billing and Accounts Receivable transactions

Business Units

In GEARS, a business unit represents a collection of transactions. Each GEARS module (General Ledger, Accounts Receivable, Billing, Accounts Payable, etc.) has its own business unit structure. For OTC specifically, a business unit represents a collection of invoices while a receivable business unit represents a collection of customer balances. The Billing and Accounts Receivable business units are configured to use the same value (represented as "JUDXX" where "XX" represents the batch agency).

In GEARS Billing and Accounts Receivable modules, there are several categories of business units:

- Judiciary
- District Courts
- Circuit Courts
- AOC
- Ticket Processing Center
- Grants

A description of each business unit type is provided in the table below.

OTC Business Unit	Description
Judiciary	Also known as "MDJUD". This business unit is the default business unit which is used to track all accounting entries in the General Ledger. This business unit is also known as the "Business Unit GL" on some Billing and Accounts Receivable pages. Accounts Payable also defines an "MDJUD" business unit to track payable obligations that interact with the State.
District Court	There are twenty-five (25) business units defined to track the revenue and payment activity for each district court (24), and headquarters (1). Each business unit is defined as "JUDXX", where the "XX" represents the Judiciary batch agency. For example, "JUD53" represents Baltimore County District Court and "JUD50" represents headquarters.
Circuit Court	There are twenty-four (24) business units defined to track the revenue and payment activity for each circuit court (24). Each business unit is defined as "JUDXX", where the "XX" represents the Judiciary batch agency. For example, "JUD06" represents Carroll County Circuit Court.
Administrative Office of the Courts (AOC)	There are two (2) business units defined ("JUD25" and "JUD36") to track the revenue and payment activity for AOC.
Ticket Processing Center	Each business unit is defined as "JUDXX", where the "XX" represents the Judiciary batch agency. One (1) business unit ("JUD77") is defined to track the revenue and payment activity for the Ticket Processing Center.
Grant Billing	One (1) business unit (GRANT) is defined to track the revenue and payment activity for Grants Billing.

1.2 Understanding Billing

Billing is the process of recording revenue to be collected from Judiciary customers.

After completing this topic, you will be familiar with:

- the pages used to view/enter/modify invoices and bill lines in GEARS Billing.

After reviewing the topic overview, begin the simulation by clicking the Try It! button in the UPK Player.

A bill is an invoice to a customer who owes the Judiciary money. Each bill has a header and at least one bill line. Bill lines contain what you are billing for, the amount, and the revenue accounting information. In GEARS, AOC billing is created for the following processes:

- Online Entry** - manual entry of an invoice by a GEARS user
- Grants Management** - grants management transactions that result in bills/invoices are loaded into GEARS Billing

The following tables list the bill statuses, bill type identifiers, and invoice form listed on a bill.

Bill Status - Invoices (bills) in GEARS may be assigned various statuses based on the state of that invoice. The Bill Statuses in GEARS Billing are as follows:

Training Guide

AR240 - Managing Customer Billing, Receivables and Customer Payments - DBF



GEARS

General Enterprise And Resource Support

Bill Status Description	Code in GEARS Billing
1. <i>Canceled</i>	CAN
2. <i>Finalized</i>	FNL
3. <i>Hold Bill</i>	HLD
4. <i>Invoiced Bill</i>	INV
5. <i>New</i>	NEW
6. <i>Pending Approval</i>	PND
7. <i>Ready to Invoice</i>	RDY
8. <i>Temporary</i>	TMP
9. <i>Temporary Ready Bill</i>	TMR

Bill Type Identifier - bills are identified by a "Bill Type" in GEARS Billing. The Bill Types in GEARS Billing are as follows:

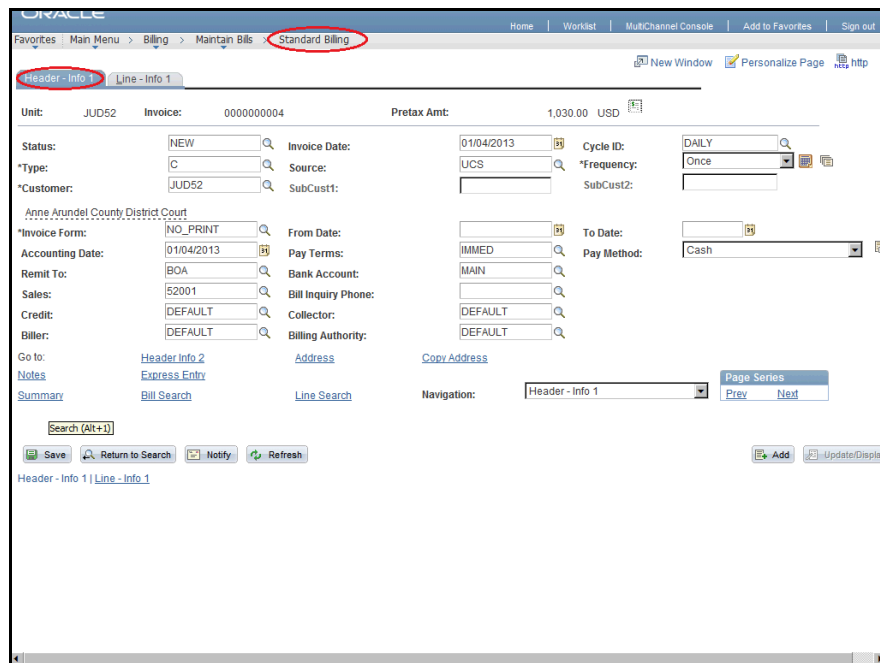
Bill Type Identifier Description	Code in GEARS Billing
1. <i>Employee Advances</i>	ADV
2. <i>Bad Checks</i>	BAD
3. <i>Bond Forfeiture</i>	BND
4. <i>Data Conversion</i>	CNV
5. <i>Criminal Case</i>	CRM
6. <i>Civil Case</i>	CVL
7. <i>Deferred Payment</i>	DFR
8. <i>Escrow</i>	ESC
9. <i>Expenditure Credit</i>	EXP
10. <i>Grants Management</i>	GM
11. <i>Licenses</i>	LIC
12. <i>Land Records</i>	LND
13. <i>Local Revenue Disbursements</i>	LRV
14. <i>Other</i>	OTH
15. <i>Revenue Refund</i>	RFD
16. <i>Traffic</i>	TRF
17. <i>Transcript</i>	TRN

Invoice Form - the template used for printing the invoice.

Invoice Form Description	Code in GEARS Billing
1. <i>Bad Check</i>	BAD CHECK
2. <i>Bond Forfeiture</i>	BONDFORFTR
3. <i>Deferred Payment</i>	DEFERPAY
4. <i>Escrow</i>	ESCROW
5. <i>Contracts Only</i>	GRANTS
6. <i>No Print</i>	NO PRINT
7. <i>Contracts Only</i>	PS/CA
8. <i>Projects with Contract Info</i>	PS/OM
9. <i>Projects by Employee Name</i>	PS/PSA01
10. <i>Projects by Project & Activity</i>	PS/PSA02
11. <i>Project Details</i>	PS/PSA03
12. <i>Generic XML Publisher Example</i>	XMLPUB
13. <i>Contract Only</i>	XP PS/CA
14. <i>Generic XML Publisher</i>	XP PS/GEN
15. <i>Order Mgmt Example</i>	XP PS/OM
16. <i>Projects with Contract Info</i>	XP PS/PC
17. <i>Projects by Employee Name</i>	XP PS/PSA1
18. <i>Projects by Employee Name</i>	XP PS/PSA2
19. <i>Projects by Project & Activity</i>	XP PS/PSA3

Procedure

In this topic, you will review the pages used to view/enter/modify invoices and bill lines in GEARS Billing.



The screenshot shows the 'Standard Billing' page in the GEARS system. The page is titled 'Standard Billing' and is part of the 'Billing' menu. It displays various fields for entering and managing billing information, including:

- Unit:** JUD52
- Invoice:** 000000004
- Pretax Amt:** 1,030.00 USD
- Status:** NEW
- *Type:** C
- *Customer:** JUD52
- Invoice Form:** NO_PRINT
- Accounting Date:** 01/04/2013
- Remit To:** BOA
- Sales:** 52001
- Credit:** DEFAULT
- Bill:** DEFAULT
- Invoice Date:** 01/04/2013
- Source:** UCS
- SubCust1:**
- From Date:**
- Pay Terms:** IMMED
- Bank Account:** MAIN
- Bill Inquiry Phone:**
- Collector:** DEFAULT
- Billing Authority:** DEFAULT
- Cycle ID:** DAILY
- *Frequency:** Once
- SubCust2:**
- To Date:**
- Pay Method:** Cash

The page also includes navigation links such as 'Header - Info 1', 'Line - Info 1', 'Summary', 'Bill Search', 'Line Search', 'Navigation', and 'Page Series'. There are also buttons for 'Save', 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

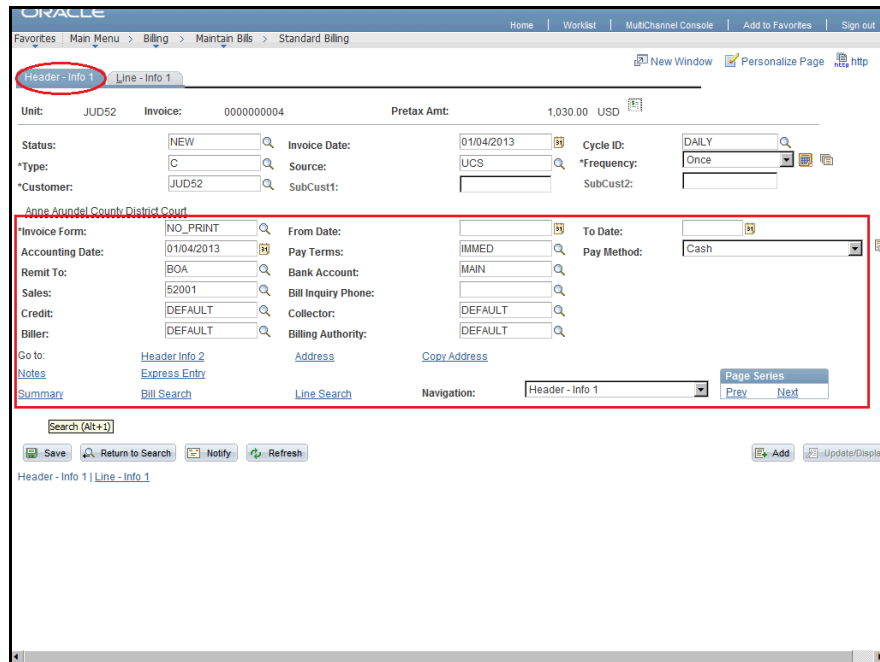
Training Guide

AR240 - Managing Customer Billing, Receivables and Customer Payments - DBF



Step	Action
1.	<p>The Standard Billing - Header - Info 1 page displays the invoice.</p> <p>In this example, we are viewing Invoice # 0000000004 for customer, JUD52 - Anne Arundel County District Court.</p>

Step	Action
2.	<p>The Header - Info 1 page displays the general header information for invoices such as:</p> <ul style="list-style-type: none"> - Unit (Batch Agency) - Invoice (invoice number) - Pretax Amt (total amount of invoice) - Status (invoice status) - Type (type of invoice) - Invoice Date - Customer - Source - Cycle ID (billing cycle) - Frequency (e.g., Installment, once, Recurring)



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Header - Info 1 | Line - Info 1

Unit: JUD52 Invoice: 000000004 Pretax Amt: 1,030.00 USD

Status: NEW Invoice Date: 01/04/2013 Cycle ID: DAILY
 *Type: C Source: UCS *Frequency: Once
 *Customer: JUD52 SubCust1: SubCust2:

Anne Arundel County District Court

Invoice Form: NO_PRINT From Date: To Date:
 Accounting Date: 01/04/2013 Pay Terms: IMMED Pay Method: Cash
 Remit To: BOA Bank Account: MAIN
 Sales: 52001 Bill Inquiry Phone:
 Credit: DEFAULT Collector: DEFAULT
 Biller: DEFAULT Billing Authority:

Go to: Header Info 2 Address Copy Address
 Notes Express Entry
 Summary Bill Search Line Search Navigation: Header - Info 1 Page Series Prev Next

Search (Alt+F)

Save Return to Search Notify Refresh Add Update/Display

Header - Info 1 | Line - Info 1

Step	Action
3.	<p>Other header information key components on the Header - Info 1 page include:</p> <ul style="list-style-type: none"> - Invoice Form - Accounting Date - Remit To - Pay Terms (e.g., Immediately, Net 15, Net 90, Net 180) - Bank Account - Pay Method (e.g., Cash, Check, Credit Card, Debit Card, Draft, Electronic Fund Transfer)

Training Guide

AR240 - Managing Customer Billing, Receivables and Customer Payments - DBF



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Header - Info 1 | **Line - Info 1**

Unit: JUD52 Bill To: JUD52 Pretax Amt: 1,030.00 USD
 Invoice: 0000000004 Anne Arundel County District Max Rows: 5
 Court

Bill Line

Identifier Look Up Date: 01/04/2013

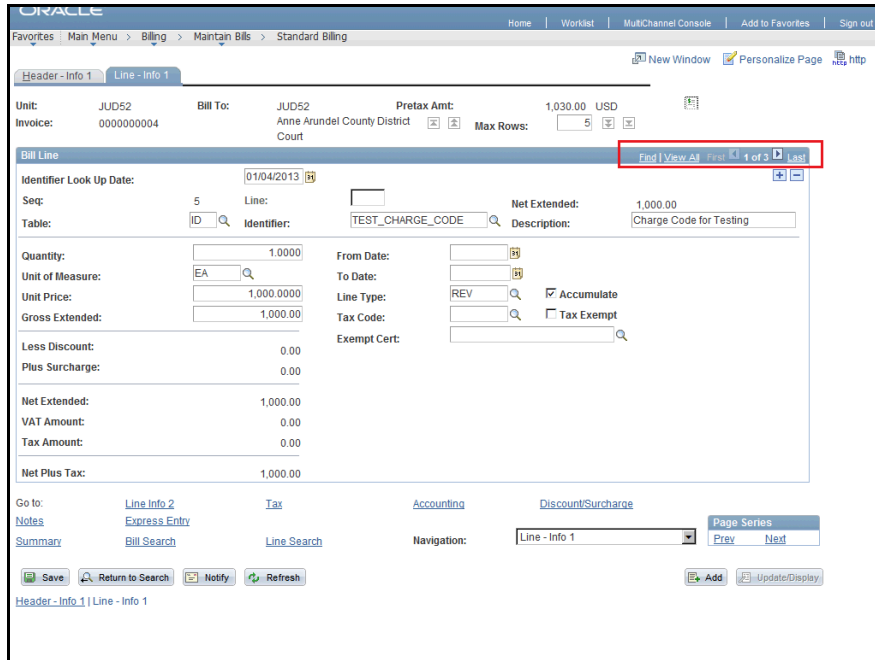
Seq: 5 Line: Identifier: TEST_CHARGE_CODE Net Extended: 1,000.00
 Table: ID Identifier: Description: Charge Code for Testing

Quantity: 1.0000 From Date: To Date:
 Unit of Measure: EA Unit Price: 1,000.0000 Line Type: REV Accumulate
 Gross Extended: 1,000.00 Tax Code: Tax Exempt
 Less Discount: 0.00 Exempt Cert:
 Plus Surcharge: 0.00

Net Extended: 1,000.00
 VAT Amount: 0.00
 Tax Amount: 0.00
 Net Plus Tax: 1,000.00

Go to: Line Info 2 Tax Accounting Discount/Surcharge
 Notes Express Entry Page Series
 Summary Bill Search Line Search Navigation: Line - Info 1 Prev Next
 Save Return to Search Notify Refresh Add Update/Display
 Header - Info 1 | Line - Info 1

Step	Action
4.	<p>The Line - Info 1 page displays the bill lines for the invoice. Bill lines contain what you are billing for (Identifier), the amount (Gross Extended), and the revenue accounting information (chartfields). The invoice may have one or more bill lines.</p> <p>In this example, there are a total of 3 bill lines.</p>



Oracle AR240 - Managing Customer Billing, Receivables and Customer Payments - DBF

Header - Info 1 | Line - Info 1

Unit: JUD52 Bill To: JUD52 Pretax Amt: 1,030.00 USD
 Invoice: 0000000004 Anne Arundel County District Court Max Rows: 5

Bill Line

Identifier Look Up Date: 01/04/2013

Seq: 5 Line: Identifier: TEST_CHARGE_CODE Net Extended: 1,000.00
 Table: ID Identifier: Description: Charge Code for Testing

Quantity: 1.0000 From Date: To Date: Line Type: REV Accumulate
 Unit of Measure: EA Unit Price: 1,000.0000 Tax Code: Tax Exempt
 Gross Extended: 1,000.00 Exempt Cert:

Less Discount: 0.00
 Plus Surcharge: 0.00

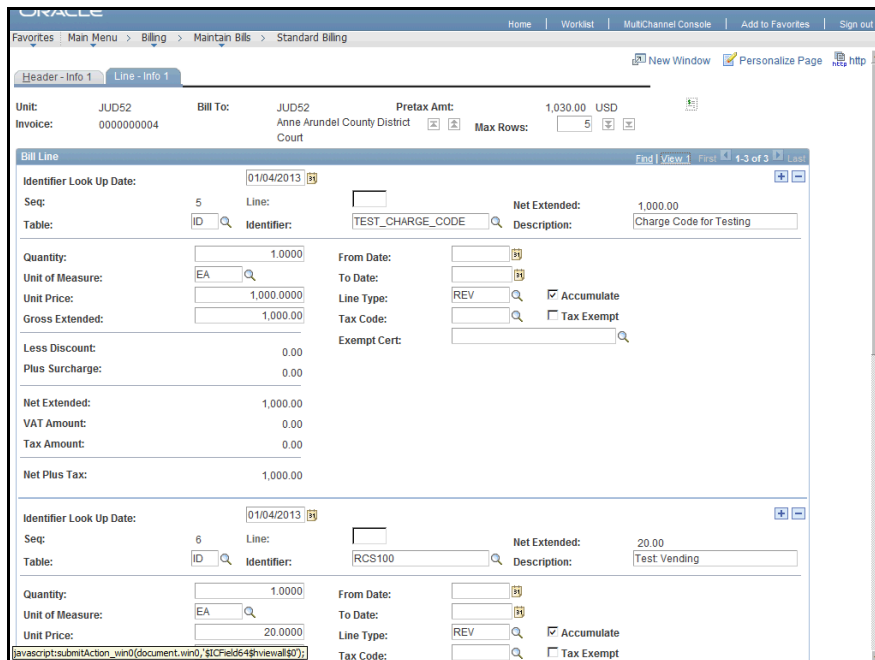
Net Extended: 1,000.00
 VAT Amount: 0.00
 Tax Amount: 0.00
 Net Plus Tax: 1,000.00

Go to: Line Info 2 Tax Accounting Discount/Surcharge
 Notes Express Entry Page Series
 Summary Bill Search Line Search Navigation: Line - Info 1 Prev Next

Save Return to Search Notify Refresh Add Update/Display

Header - Info 1 | Line - Info 1

Step	Action
5.	<p>The number of bill lines is indicated in the top right corner of the Bill Lines section.</p> <p>The View All link allows you to see all bill lines on one page.</p>



Oracle AR240 - Managing Customer Billing, Receivables and Customer Payments - DBF

Header - Info 1 | Line - Info 1

Unit: JUD52 Bill To: JUD52 Pretax Amt: 1,030.00 USD
 Invoice: 0000000004 Anne Arundel County District Court Max Rows: 5

Bill Line

Identifier Look Up Date: 01/04/2013

Seq: 5 Line: Identifier: TEST_CHARGE_CODE Net Extended: 1,000.00
 Table: ID Identifier: Description: Charge Code for Testing

Quantity: 1.0000 From Date: To Date: Line Type: REV Accumulate
 Unit of Measure: EA Unit Price: 1,000.0000 Tax Code: Tax Exempt
 Gross Extended: 1,000.00 Exempt Cert:

Less Discount: 0.00
 Plus Surcharge: 0.00

Net Extended: 1,000.00
 VAT Amount: 0.00
 Tax Amount: 0.00
 Net Plus Tax: 1,000.00

Identifier Look Up Date: 01/04/2013

Seq: 6 Line: Identifier: RCS100 Net Extended: 20.00
 Table: ID Identifier: Description: Test Vending

Quantity: 1.0000 From Date: To Date: Line Type: REV Accumulate
 Unit of Measure: EA Unit Price: 20.0000 Tax Code: Tax Exempt

Net Extended: 20.00
 VAT Amount: 0.00
 Tax Amount: 0.00
 Net Plus Tax: 20.00

Go to: Line Info 2 Tax Accounting Discount/Surcharge
 Notes Express Entry Page Series
 Summary Bill Search Line Search Navigation: Line - Info 1 Prev Next

Save Return to Search Notify Refresh Add Update/Display

Header - Info 1 | Line - Info 1

Training Guide

AR240 - Managing Customer Billing, Receivables and Customer Payments - DBF



Step	Action
6.	

ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Billing > Maintain Bills > Standard Billing

Exempt Cert:

Less Discount: 0.00

Plus Surcharge: 0.00

Net Extended: 20.00

VAT Amount: 0.00

Tax Amount: 0.00

Net Plus Tax: 20.00

Identifier Look Up Date: 01/04/2013

Seq: 7 Line: Net Extended: 0.00

Table: ID Identifier: RCS200 Description: Chain Store Accident

Quantity: 1.0000 From Date:

Unit of Measure: EA To Date:

Unit Price: 10 Line Type: REV ☒ Accumulate

Gross Extended: 10 Tax Code: ☐ Tax Exempt

Less Discount: 0.00 Exempt Cert:

Plus Surcharge: 0.00

Net Extended: 0.00

VAT Amount: 0.00

Tax Amount: 0.00

Net Plus Tax: 0.00

Go to: [Line Info 2](#) [Tax](#) [Accounting](#) [Discount/Surcharge](#)

[Notes](#) [Express Entry](#)

[Summary](#) [Bill Search](#) [Line Search](#) Navigation: Line - Info 1 [Page Series](#) [Prev](#) [Next](#)

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

Header - Info 1 | Line - Info 1

Step	Action
7.	Click the Accounting link.



ORACLE
Favorites | Main Menu > Billing > Maintain Bills > Standard Billing
Unit: JUD52 Bill To: JUD52 Pretax Amt: 1,030.00 USD
Invoice: 0000000004 Anne Arundel County District Court Max Rows: 5

Bill Line
Seq: 5 Line: Net Extended: 1,000.00
Identifier: RCS200 Description: Chain Store Accident

BI Creates GL Acct Entries
Bill Line Distribution - Revenue
Personalize | Find | View All | First 1 of 1 | Last

Acctg Information | Reference Information | **REF**

Code	Batch Agy	PCA	Fund	Account	Program	Approp Num	Approp Yr	Dept	Affiliate	Fund Affil	Percentage
+	-	REVENUE	C52	11010	0001	5463	1101	A1100	AY2013		100.00

Percent: 100.00 Amount: 1,000.00 Gross Extended: 1,000.00

Seq: 6 Line: Net Extended: 20.00
Identifier: RCS100 Description: Test Vending

Bill Line Distribution - Revenue
Personalize | Find | View All | First 1 of 1 | Last

Acctg Information | Reference Information | **REF**

Code	Batch Agy	PCA	Fund	Account	Program	Approp Num	Approp Yr	Dept	Affiliate	Fund Affil	Percentage
+	-	REVENUE	C52	11010	0001	5463	1101	A1100	AY2013		100.00

Percent: 100.00 Amount: 20.00 Gross Extended: 20.00

Seq: 7 Line: Net Extended: 10.00
Identifier: RCS200 Description: Chain Store Accident

Step	Action
8.	Accounting entries for ordinal bill lines and bill line adjustments display on the Accounting Entries page.

ORACLE
Favorites | Main Menu > Billing > Maintain Bills > Standard Billing
Unit: JUD52 Bill To: JUD52 Pretax Amt: 1,030.00 USD
Invoice: 0000000004 Anne Arundel County District Court Max Rows: 5

Bill Line
Seq: 5 Line: Net Extended: 1,000.00
Identifier: RCS200 Description: Chain Store Accident

BI Creates GL Acct Entries
Bill Line Distribution - Revenue
Personalize | Find | View All | First 1 of 1 | Last

Acctg Information | Reference Information | **REF**

Code	Batch Agy	PCA	Fund	Account	Program	Approp Num	Approp Yr	Dept	Affiliate	Fund Affil	Percentage
+	-	REVENUE	C52	11010	0001	5463	1101	A1100	AY2013		100.00

Percent: 100.00 Amount: 1,000.00 Gross Extended: 1,000.00

Seq: 6 Line: Net Extended: 20.00
Identifier: RCS100 Description: Test Vending

Bill Line Distribution - Revenue
Personalize | Find | View All | First 1 of 1 | Last

Acctg Information | Reference Information | **REF**

Code	Batch Agy	PCA	Fund	Account	Program	Approp Num	Approp Yr	Dept	Affiliate	Fund Affil	Percentage
+	-	REVENUE	C52	11010	0001	5463	1101	A1100	AY2013		100.00

Percent: 100.00 Amount: 20.00 Gross Extended: 20.00

Seq: 7 Line: Net Extended: 10.00
Identifier: RCS200 Description: Chain Store Accident

Training Guide

AR240 - Managing Customer Billing, Receivables and Customer Payments - DBF



Step	Action
9.	<p>You have successfully completed the <i>Understanding Billing</i> in GEARS Billing.</p> <p>You have learned to:</p> <ul style="list-style-type: none">- review the pages used to view/enter/modify invoices and bill lines in GEARS Billing. <p>End of Procedure.</p>

1.3 Understanding Deposits and Payments

When customer payments are received they are recorded in the GEARS Accounts Receivable module. Generally, payments are recorded on a single deposit. At the Judiciary, deposits are created manually or through an interface. All deposits are recorded on a **regular deposit**. A regular deposit is created through the following AOC related processes:

- Employee advances
- MD State Treasury Interface
- Grant Wires

Entering deposits through Regular Deposit entry provides a full range of payment identification and search features that allow users to take advantage of the powerful payment worksheets. Payments are identified as they are entered indicating any customer or identifying information used to match the payment with the open item.

This topic reviews how customer payments are recorded on a regular deposit.

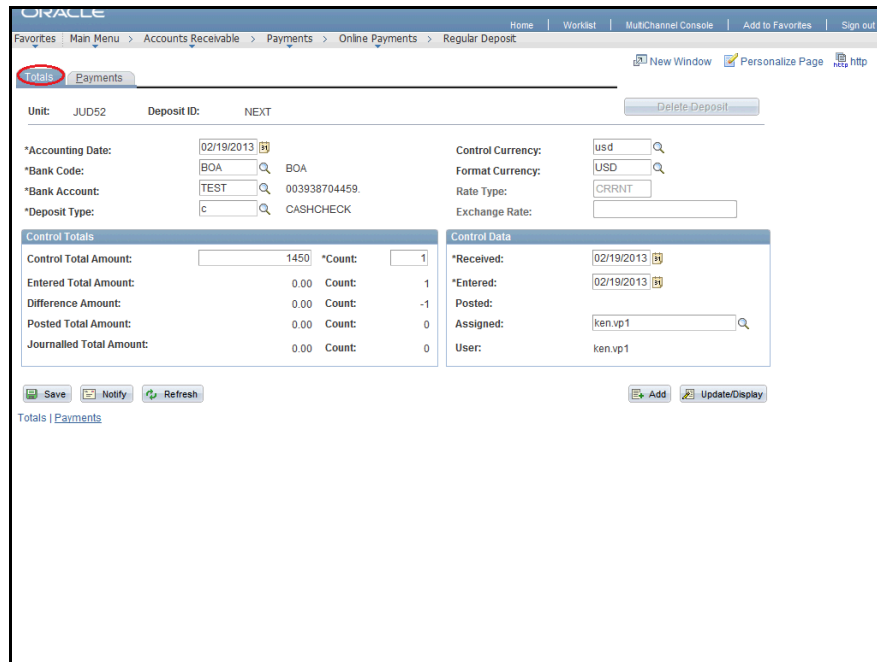
After completing this topic, you will be familiar with:

- How customer payments are applied in Accounts Receivable
- The pages used to record a regular deposit in GEARS

To begin the simulation, click the **Try It!** button in the UPK player.

Procedure

In this topic, you will review a regular deposit recorded in Accounts Receivable.



Oracle AR240 - Managing Customer Billing, Receivables and Customer Payments - DBF

Unit: JUD52 Deposit ID: NEXT [Delete Deposit](#)

*Accounting Date: 02/19/2013 [B](#) Control Currency: usd [Q](#)
 *Bank Code: BOA [Q](#) BOA Format Currency: USD [Q](#)
 *Bank Account: TEST [Q](#) 003938704459 Rate Type: CRRNT
 *Deposit Type: C [Q](#) CASHCHECK Exchange Rate:

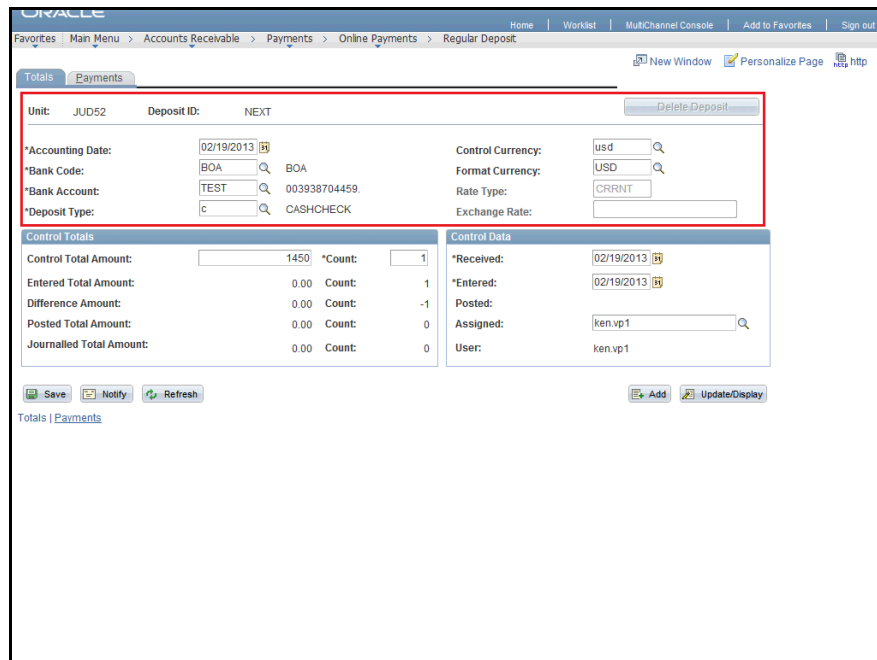
Control Totals		Control Data	
Control Total Amount:	1450	*Count:	1
Entered Total Amount:	0.00	*Count:	1
Difference Amount:	0.00	*Count:	-1
Posted Total Amount:	0.00	*Count:	0
Journalled Total Amount:	0.00	*Count:	0

*Received: 02/19/2013 [B](#)
 *Entered: 02/19/2013 [B](#)
 Posted:
 Assigned: ken.vp1 [Q](#)
 User: ken.vp1

[Save](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

Totals | [Payments](#)

Step	Action
1.	The Totals displays the accounting date, banking information, deposit type, and deposit totals.



Oracle AR240 - Managing Customer Billing, Receivables and Customer Payments - DBF

Unit: JUD52 Deposit ID: NEXT [Delete Deposit](#)

*Accounting Date: 02/19/2013 [B](#) Control Currency: usd [Q](#)
 *Bank Code: BOA [Q](#) BOA Format Currency: USD [Q](#)
 *Bank Account: TEST [Q](#) 003938704459 Rate Type: CRRNT
 *Deposit Type: C [Q](#) CASHCHECK Exchange Rate:

Control Totals		Control Data	
Control Total Amount:	1450	*Count:	1
Entered Total Amount:	0.00	*Count:	1
Difference Amount:	0.00	*Count:	-1
Posted Total Amount:	0.00	*Count:	0
Journalled Total Amount:	0.00	*Count:	0

*Received: 02/19/2013 [B](#)
 *Entered: 02/19/2013 [B](#)
 Posted:
 Assigned: ken.vp1 [Q](#)
 User: ken.vp1

[Save](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

Totals | [Payments](#)

Training Guide

AR240 - Managing Customer Billing, Receivables and Customer Payments - DBF



Step	Action
2.	The unit displays at the top of the page. The Deposit ID is assigned by the system upon saving the deposit. If the deposit was created by interface, there would be a Deposit ID already assigned.

The screenshot shows the Oracle AR240 'Payments' interface. A red box highlights the top section containing the following fields:

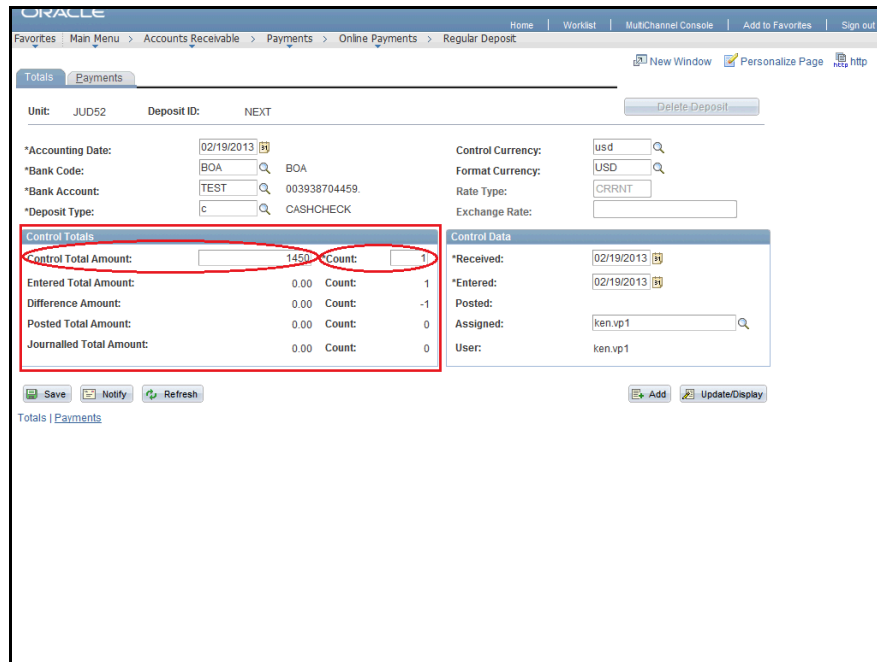
- Unit: JUD52
- Deposit ID: NEXT
- *Accounting Date: 02/19/2013
- *Bank Code: BOA
- *Bank Account: TEST
- *Deposit Type: CASHCHECK
- Control Currency: USD
- Format Currency: USD
- Rate Type: CRRINT
- Exchange Rate: (empty)

Below the highlighted section are two tables:

Control Totals		Control Data	
Control Total Amount:	1450	*Received:	02/19/2013
Entered Total Amount:	0.00	*Entered:	02/19/2013
Difference Amount:	0.00	Posted:	
Posted Total Amount:	0.00	Assigned:	ken.vp1
Journalled Total Amount:	0.00	User:	ken.vp1

At the bottom of the form are buttons for Save, Notify, Refresh, Add, and Update/Display.

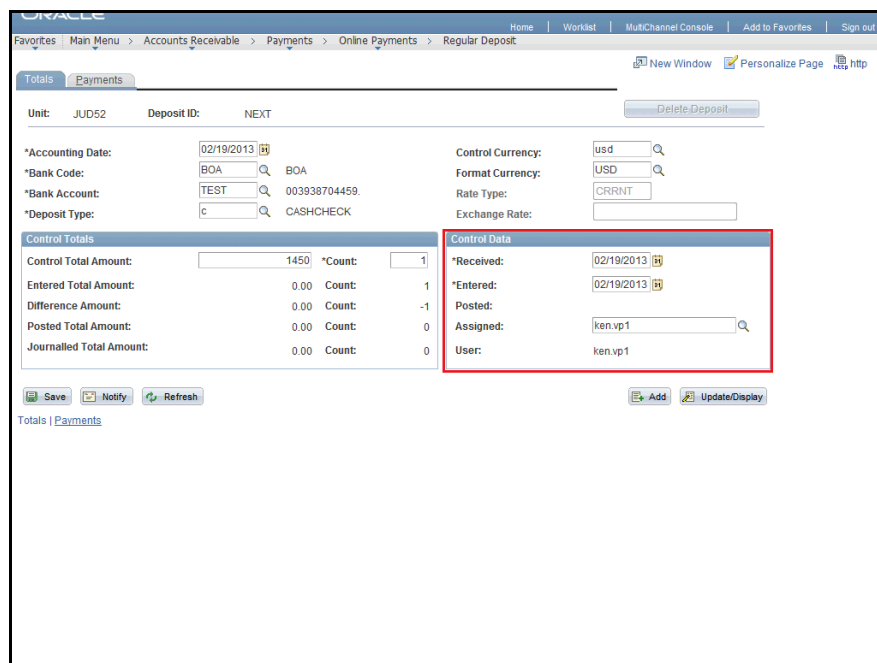
Step	Action
3.	Other fields at the top of the page include the following: <ul style="list-style-type: none"> - Accounting Date - Bank Information (code, bank account) - Deposit Type (check, credit card, grant wire)



The screenshot shows the Oracle AR240 interface. The 'Control Totals' section is highlighted with a red box. It contains the following data:

Control Totals	Amount	Count
Control Total Amount:	1450	1
Entered Total Amount:	0.00	1
Difference Amount:	0.00	-1
Posted Total Amount:	0.00	0
Journalled Total Amount:	0.00	0

Step	Action
4.	The Control Totals section displays the total amount of the deposit and the number of payments (count) included in the deposit. The number of payments (count) must equal the total control amount.



The screenshot shows the Oracle AR240 interface. The 'Control Data' section is highlighted with a red box. It contains the following data:

Control Data	Value
*Received:	02/19/2013
*Entered:	02/19/2013
Posted:	
Assigned:	ken.vp1
User:	ken.vp1

Training Guide

AR240 - Managing Customer Billing, Receivables and Customer Payments - DBF

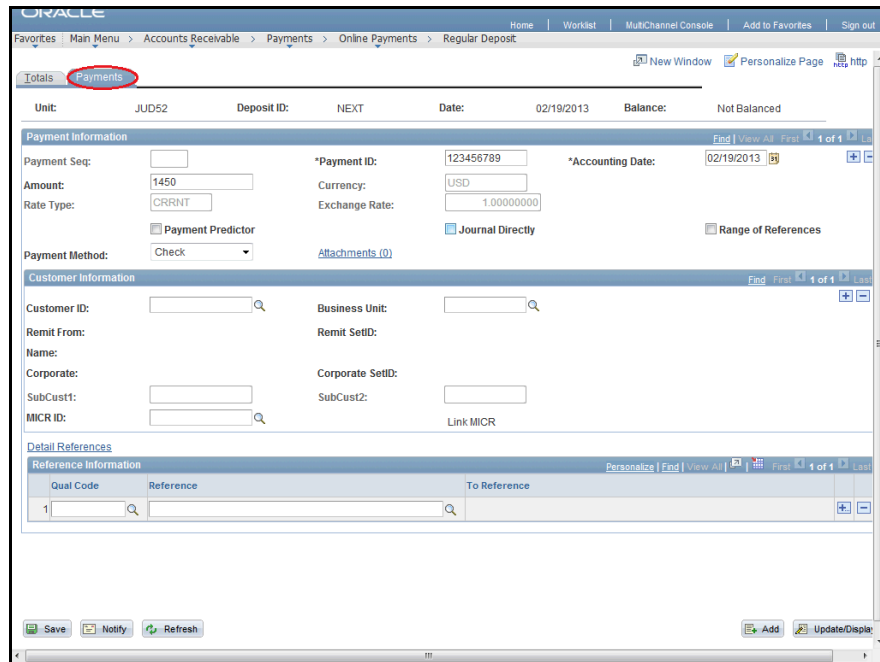


Step	Action
5.	The Control Data section displays the date that the deposit was entered and received and the source.

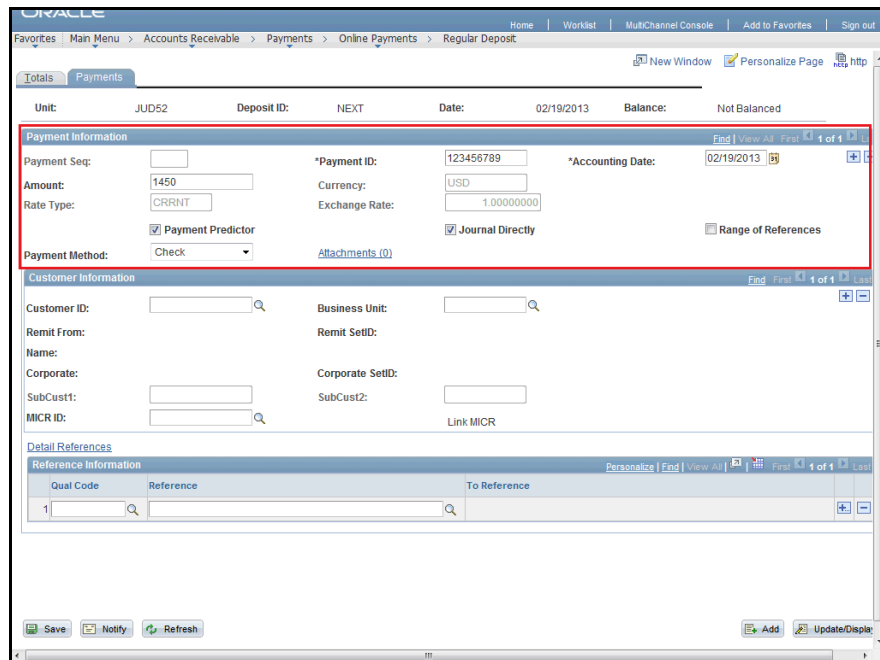
The screenshot shows the Oracle AR240 interface with the 'Payments' tab selected. The 'Control Data' section is highlighted, showing the following information:

Control Totals		Control Data	
Control Total Amount:	1450	*Received:	02/19/2013
Entered Total Amount:	0.00	*Entered:	02/19/2013
Difference Amount:	0.00	Posted:	
Posted Total Amount:	0.00	Assigned:	ken.vp1
Journalled Total Amount:	0.00	User:	ken.vp1

Step	Action
6.	Click the Payments tab.



Step	Action
7.	The Payments tab displays the payments recorded in the deposit. All payments must equal the Control Total Amount on the Totals page.



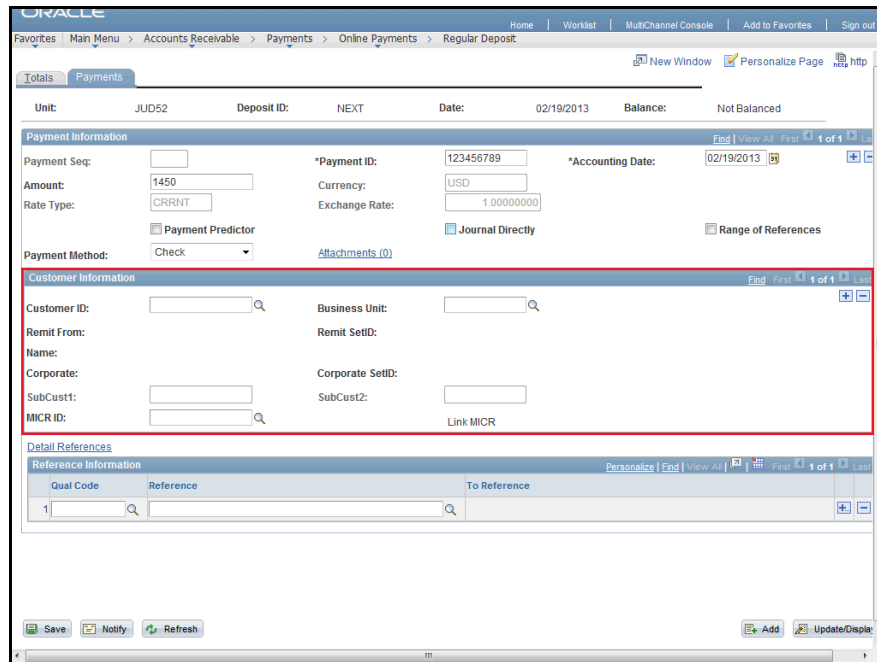
Training Guide

AR240 - Managing Customer Billing, Receivables and Customer Payments - DBF



Step	Action
8.	<p>The Payment Information section lists the amount of a payment, the payment ID, the payment method, and accounting date.</p> <p>The Payment Predictor checkbox is selected for local accounting customer payments.</p> <p>The Journal Directly checkbox is selected for deposits recorded via the Maryland State Treasury Interface.</p>

Step	Action
9.	<p>The Customer Information section displays the customer associated with the payment. When you enter a regular deposit manually, you must select a customer to attach to the regular deposit.</p> <p>When regular deposits are created through an interface, the customer information section is automatically populated with the customer information.</p>



Step	Action
10.	<p>You have successfully completed the <i>Understanding Deposits and Payments</i> topic.</p> <p>You have learned how to:</p> <ul style="list-style-type: none"> - How customer payments are applied in Accounts Receivable - The pages used to record a regular deposit in GEARs <p>End of Procedure.</p>

1.4 Understanding Direct Journals

In this topic you will learn about the Direct Journal method of applying payments for a customer.

After completing this topic, you will be familiar with:

- What a direct journal is
- How direct journals are recorded in Accounts Receivable
- The payment types that use the direct journal method

The **direct journal** method is used to record the receipt of payments and associated accounting entries directly in the General Ledger. When direct journals are entered/recorded in GEARs Accounts Receivable, the payment is recorded on a regular deposit but is not applied to a customer account as regular payment would be processed. The information recorded on the deposit is used to create accounting entries that are picked up by the Journal Generator process for the purposes of posting the corresponding journal entries in the General Ledger. There are no Billing activities associated with direct journals.

Training Guide

AR240 - Managing Customer Billing, Receivables and Customer Payments - DBF



For example, the Department of Budget and Finance (DBF) uses direct journals to record customer payments received from the Maryland State Treasury interface. Payments received via the Maryland State Treasury interface include the following types:

1. Credit Card
2. Maryland Legal Service Interest
3. Asbestos Case (Baltimore City only)
4. Federal Tax Liens
5. Landlord Tenant Payments

1.5 Understanding the Receivable Update (ARUPDATE) Process

All OTC transactions are posted to the Billing and Accounts Receivable modules using the **Receivable Update (ARUPDATE)** job. The Receivable Update (ARUPDATE) multi-process job is responsible for posting items in Billing and payments and maintenance activities in Accounts Receivable. The process updates customer balances, updates item status, and creates accounting entries for a specified Business Unit and accounting date range.

It is important to note that when the Receivable Update job is run, all activity set to post for a business unit will be posted, regardless of the type of activity. For example, if pending billing items and payments for a batch agency are set to post, both the pending item activity and the payment activity will be posted.

After completing this topic, you be familiar with:

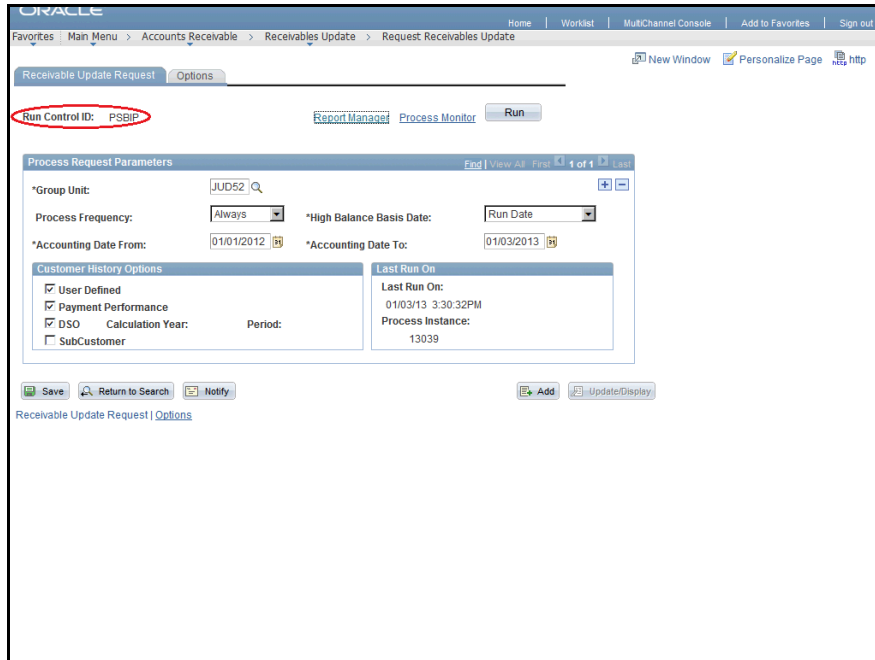
- How the Receivable Update process is used to update customer balances and other statuses in Billing and Accounts Receivable
- The Receivable Update Request page and process request parameters

To begin the simulation, click the **Try It!** button in the UPK Player.

Procedure

In this topic, you will review the **Receivable Update Request** page and the process parameters required to run the process.

Step	Action
1.	The Request Receivables Update (ARUPDATE) page posts items in Billing and payments and maintenance activities in Accounts Receivable.



Oracle
Favorites | Main Menu > Accounts Receivable > Receivables Update > Request Receivables Update | Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Receivable Update Request | Options

Run Control ID: **PSBIP** | [Report Manager](#) | [Process Monitor](#) | [Run](#)

Process Request Parameters

*Group Unit: JUD52

Process Frequency: Always | *High Balance Basis Date: Run Date

*Accounting Date From: 01/01/2012 | *Accounting Date To: 01/03/2013

Customer History Options

☒ User Defined
☒ Payment Performance
☒ DSO Calculation Year: Period:
☐ SubCustomer

Last Run On:
 01/03/13 3:30:32PM
 Process Instance:
 13039

[Save](#) | [Return to Search](#) | [Notify](#) | [Add](#) | [Update/Display](#)

Receivable Update Request | Options

Step	Action
2.	<p>The Run Control ID for the process displays at the top of the Receivable Update Request page.</p> <p>When you run the Receivable Update process for the first time, you will need to create a new run control ID. For subsequent runs, you can search for the run control ID that you have already created and use it to run the process.</p>

Training Guide

AR240 - Managing Customer Billing, Receivables and Customer Payments - DBF



Oracle Receivable Update Request Options

Run Control ID: PSBIP [Report Manager](#) [Process Monitor](#) [Run](#)

Process Request Parameters

*Group Unit: JUD52
 Process Frequency: Always *High Balance Basis Date: Run Date
 *Accounting Date From: 01/01/2012 *Accounting Date To: 01/03/2013

Customer History Options

☒ User Defined
☒ Payment Performance
☒ DSO Calculation Year: Period:
☐ SubCustomer

Last Run On

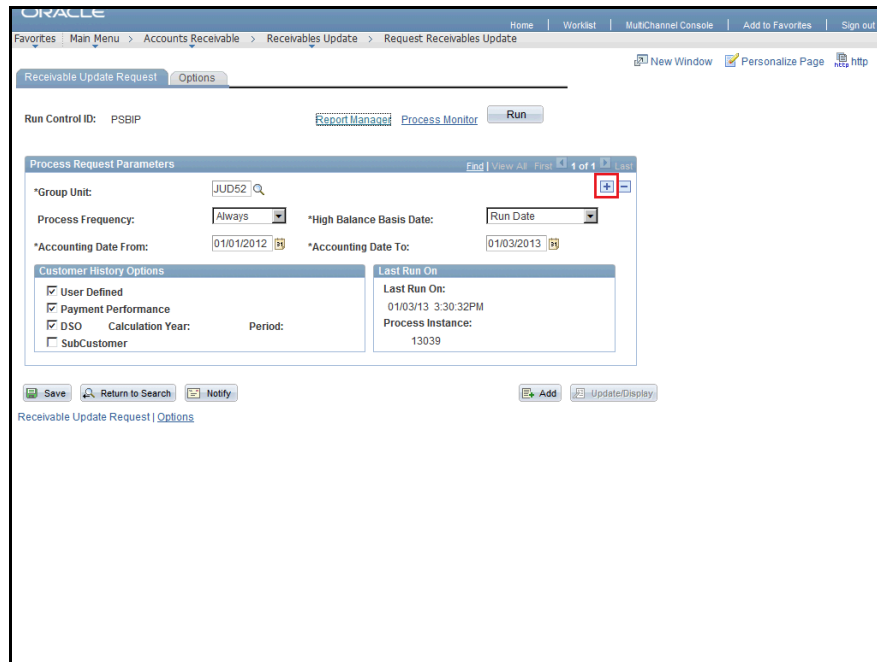
Last Run On: 01/03/13 3:30:32PM
 Process Instance: 13039

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#)

Receivable Update Request | Options

[Main Content](#)

Step	Action
3.	<p>In the Process Request Parameters section is where you enter and/or update the values in the Group Unit, Process Frequency, and Accounting Date From/To fields.</p> <p>The Receivable Update process will select all transactions set to post for the parameters selected on this page.</p>



Oracle Receivables Update Request Options

Run Control ID: PSBIP [Report Manager](#) [Process Monitor](#) [Run](#)

Process Request Parameters

*Group Unit: JUD52 [+](#) [-](#)

Process Frequency: Always *High Balance Basis Date: Run Date

*Accounting Date From: 01/01/2012 *Accounting Date To: 01/03/2013

Customer History Options

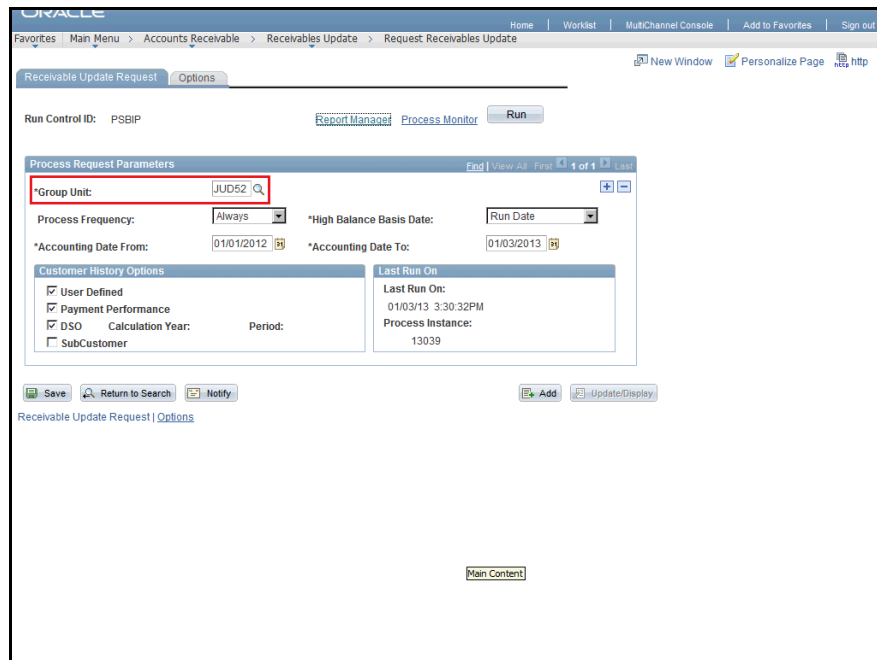
☒ User Defined ☒ Payment Performance ☒ DSO Calculation Year: Period: ☐ SubCustomer

Last Run On: 01/03/13 3:30:32PM Process Instance: 13039

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#)

Receivable Update Request | [Options](#)

Step	Action
4.	Users with authority can post more than one batch agency at a time by clicking the plus sign button and adding parameters for each Group Unit .



Oracle Receivables Update Request Options

Run Control ID: PSBIP [Report Manager](#) [Process Monitor](#) [Run](#)

Process Request Parameters

*Group Unit: JUD52 [+](#) [-](#)

Process Frequency: Always *High Balance Basis Date: Run Date

*Accounting Date From: 01/01/2012 *Accounting Date To: 01/03/2013

Customer History Options

☒ User Defined ☒ Payment Performance ☒ DSO Calculation Year: Period: ☐ SubCustomer

Last Run On: 01/03/13 3:30:32PM Process Instance: 13039

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#)

Receivable Update Request | [Options](#)

Main Content

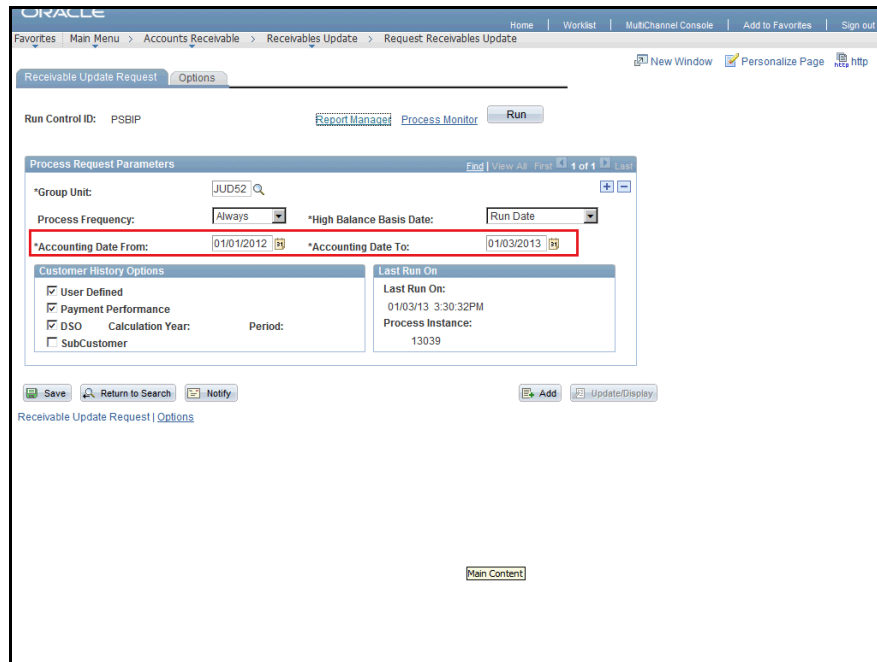
Training Guide

AR240 - Managing Customer Billing, Receivables and Customer Payments - DBF

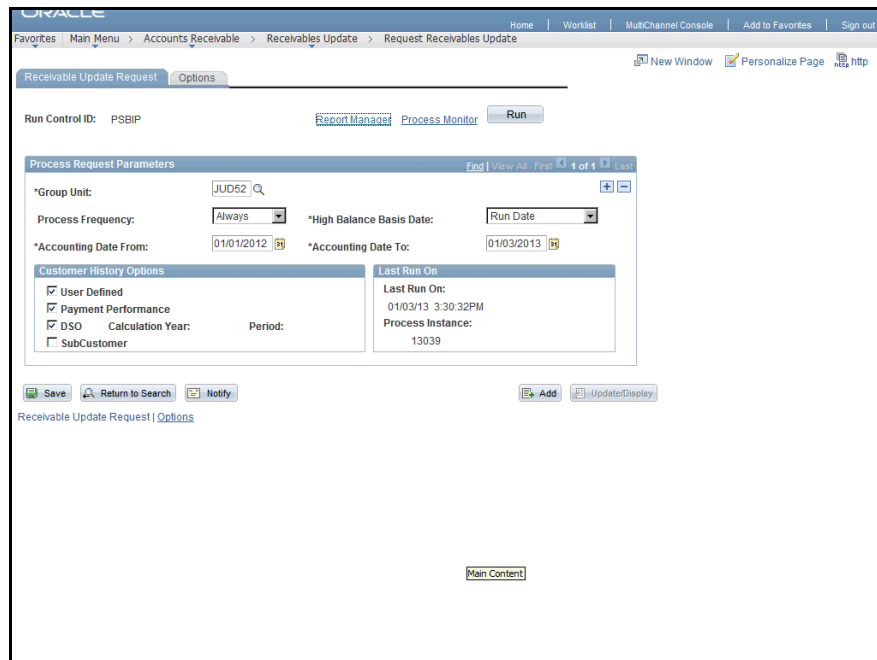


Step	Action
5.	Enter the batch agency for which you are posting activity in the Group Unit field.

Step	Action
6.	<p>You may choose from "Always", "Don't", and "Once" in the Process Frequency list.</p> <p>Typically, you will select "Always". You will run the Receivable Update for the Group Unit each time.</p> <p>NOTE: For users with authority to run the process for more than Group Unit, you may not want to run Receivable Update for all units. You can change the process frequency to "Don't" for the units that you do not want to post.</p>



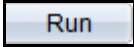
Step	Action
7.	Enter the accounting date range of the activity to be posted in the Accounting Date From/To fields.



Training Guide

AR240 - Managing Customer Billing, Receivables and Customer Payments - DBF



Step	Action
8.	To schedule the process to run, click the Run button. 

The screenshot shows the Oracle Receivable Update Request Options page. The 'Run' button is visible at the top right. Below it, the 'Process Request Parameters' section includes fields for 'Group Unit' (JUD62), 'Process Frequency' (Always), 'High Balance Basis Date' (Run Date), 'Accounting Date From' (01/01/2012), and 'Accounting Date To' (01/03/2013). The 'Customer History Options' section has checkboxes for 'User Defined', 'Payment Performance', 'DSO', and 'SubCustomer'. The 'Last Run On' section shows the last run date and time (01/03/13 3:30:32PM) and the process instance number (13039). At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

Step	Action
9.	You have successfully completed the <i>Understanding the Receivable Update (ARUPDATE) Process</i> topic. You have reviewed the Receivable Update Request page and process request parameters required to run the process. End of Procedure.

Lesson 2: Processing Employee Payroll "Advances"

Lesson Overview

This lesson details the process by which we bill for a Payroll Advance. The process begins with creating a customer, who is the employee receiving the advance. Secondly, we create a bill for the advance, and place the bill on hold. Third, when the employee remits the advance, we will enter the Cash Drawer deposit, match payment deposit to invoice, and verify the net zero effect on customer balance.

Lesson Objectives

After completing this lesson, you will be able to:

- Create a customer
- Create a bill with a bill type of payroll advance
- Enter regular deposit
- Enter payment as direct journal
- Cancel invoice

2.1 Creating a Customer

The first step in processing employee payroll advances is to manually add the customer in GEARS, if the customer is not already set up in GEARS.

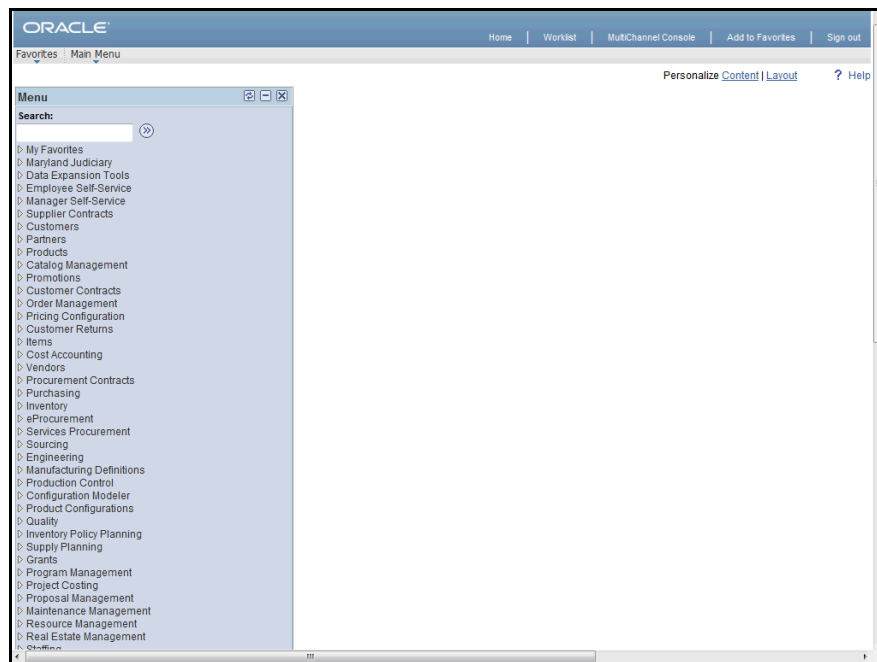
In this topic, you will use the **Customer General Information** pages in GEARS to create a new customer ID, if one does not already exist.

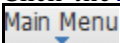
After completing this topic, you will learn how to:

- Create a new customer and customer ID

Procedure

In this topic, you will use the **Customer Information - General Information** pages in GEARS to manually create a customer and customer ID.



Step	Action
1.	<p>Begin by navigating to the Quick Customer Create page.</p> <p>Click the Main Menu button.</p> 



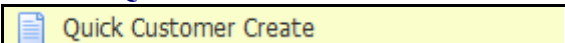
Training Guide

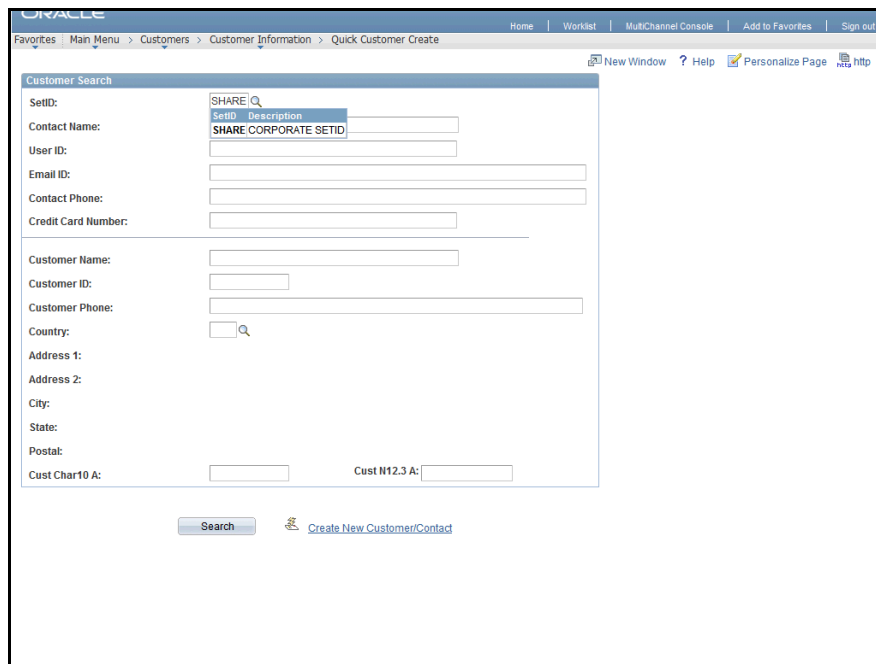
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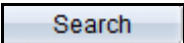


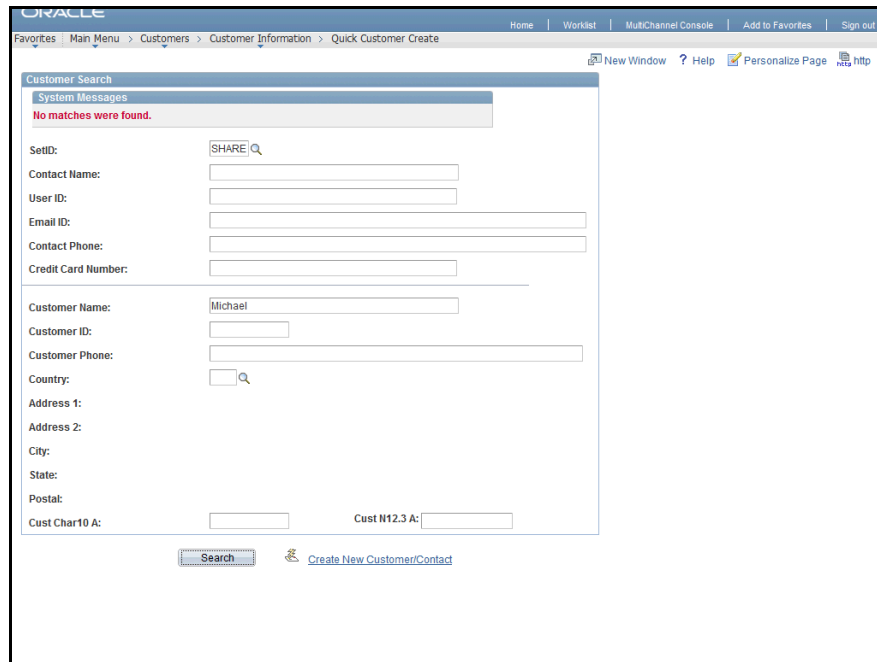
GEARS

General Enterprise And Resource Support

Step	Action
2.	Click the Customers menu. 
3.	Click the Customer Information menu. 
4.	Click the Quick Customer Create menu. 



Step	Action
5.	The Quick Customer Create page displays. Use this page to create a customer or search for an existing customer. Search to see if your customer already exists by entering any portion of the customer's name in the Customer Name field. For this example, enter " Michael " in the Customer Name field.
6.	Click the Search button. 



Oracle
Favorites | Main Menu > Customers > Customer Information > Quick Customer Create

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window ? Help Personalize Page http

Customer Search

System Messages
No matches were found.

SetID:

Contact Name:

User ID:

Email ID:

Contact Phone:

Credit Card Number:

Customer Name:

Customer ID:

Customer Phone:

Country:

Address 1:

Address 2:

City:

State:

Postal:

Cust Char10 A:

Cust N12.3 A:

[Search](#) [Create New Customer/Contact](#)

Step	Action
7.	<p>Note that no matches were found. If a match was found, a list of all customers who fit the name criteria entered would display.</p> <p>Since this customer doesn't exist, click the Create New Customer/Contact link.</p> <p>Create New Customer/Contact</p>

Training Guide

AR240 - Managing Customer Billing, Receivables and Customer Payments - DBF



ORACLE
Favorites | Main Menu > Customers > Customer Information > Quick Customer Create Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

SetID: SHARE Template Customer:

Create New Customer/Contact

Enter Contact Information

*Name: ☒ Create Contact [Add User](#)

Email ID:

☒ Business Phone ☐ Home Phone

Telephone: Extension:

[Add Credit Card Information](#)

Enter Customer Information

*Customer Name: Michael ☒ Create Customer

Short Name: Michael

Customer ID: Leave Customer ID blank to have system assign value.

Cust Char10 A: Cust N12.3 A:

Address Description:

Address Details

Country:

Address 1:

Address 2:

Address 3:


City:

County: Postal: Geocode: [Lookup](#)

State:

[Return to Search](#)

* Required Field

Step	Action
8.	<p>The Create New Customer/Contact page displays.</p> <p>Enter the remaining part of the customer's name in the Customer Name field. For this example, enter "Jackson".</p>
9.	<p>Click the Template Customer button.</p> <p>NOTE: This is where you select the Template Customer. This step is <u>REQUIRED</u> so the needed fields are populated correctly on the customer. This is a shortcut method of ensuring these fields are properly entered without manually entering them each time.</p> 



GEARS

General Enterprise And Resource Support

Training Guide AR240 - Managing Customer Billing, Receivables and Customer Payments - DBF

The screenshot shows the Oracle Look Up page with a search results table. The table has columns for Customer ID, Name 1, Name 2, Telephone, City, State, and Postal Code. The search results are filtered by 'View 100' and show a list of customers including 'Dawn Jones', 'Diana Washington', 'Jane Doe', 'Test Escrow Customer 123', 'Curtis Mayfield', 'James Brown', 'JHNDUE', 'Escrow Customer 1', 'SURETY CUSTOMER 1', 'Jane Smith', 'LEXINGTON NATIONAL INS CO', 'Escrow Customer 1', 'JANE DOE', 'Jack Rabbit', 'Jane Jones', 'DEAD BEAT', 'Adam Smith', 'burt remolds', 'Donzella Burton', 'Template Customer', 'Michael Jackson', 'State Justice Institute', 'Maryland Highway Safety Office', 'Gov Office of Crime Control & Prevention', 'Gov Office of Crime Control & Prevention', 'U.S. Department of Justice', 'U.S. Department of Justice', 'U.S. Department of Justice', 'State of Maryland', 'Office of Policy and Legislation', 'U.S. Dept of Health and Human Services', 'CUMBERLAND', 'Anne Arundel County Circuit Court', and 'Baltimore County Circuit Court'.

Step	Action
10.	The Look Up page displays. Click the Template Customer link. Template Customer

The screenshot shows the Oracle Create New Customer/Contact page. The page has a 'SetID:' field with a search icon and a 'Template Customer:' field with the value '1000000021'. Below this is a table with columns for Customer ID, Name 1, Name 2, Telephone, and City. The table contains one row with the values '1000000021', 'Template Customer', '410/260-5555', and 'Annapolis'. The page also has sections for 'Enter Contact Information' and 'Enter Customer Information'. The 'Enter Contact Information' section has fields for *Name, Email ID, Telephone, and Extension. The 'Enter Customer Information' section has fields for *Customer Name, Short Name, Customer ID, Cust Char10 A, Address Description, Address Details (Country, Address 1, Address 2, Address 3, City, County, Postal, Geocode), and State. There are buttons for 'Add User', 'Add Credit Card Information', 'Create New Customer/Contact', and 'Return to Search'.


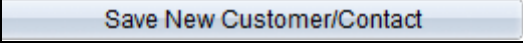
Training Guide

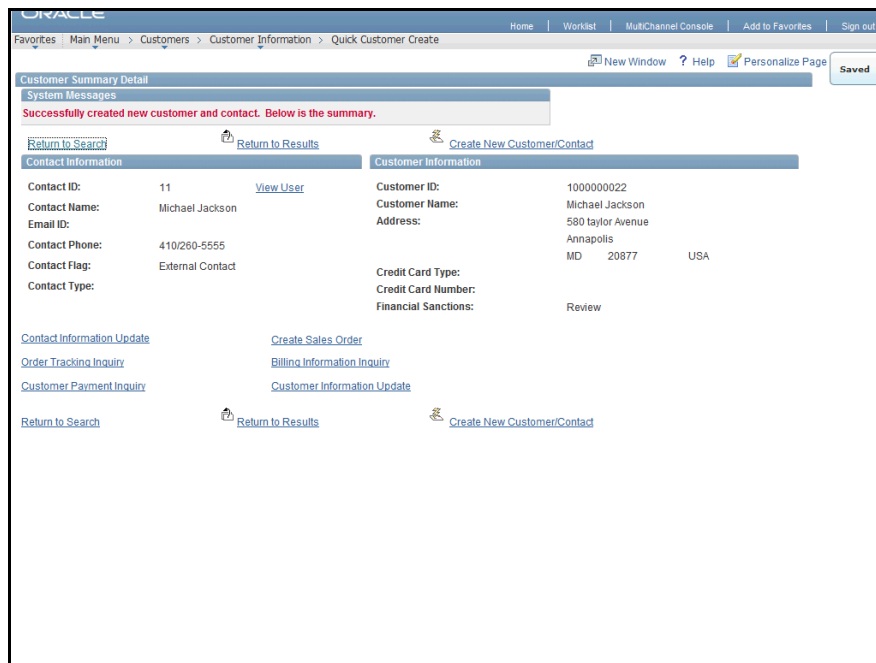
AR240 - Managing Customer Billing, Receivables and Customer Payments - DBF



GEARS

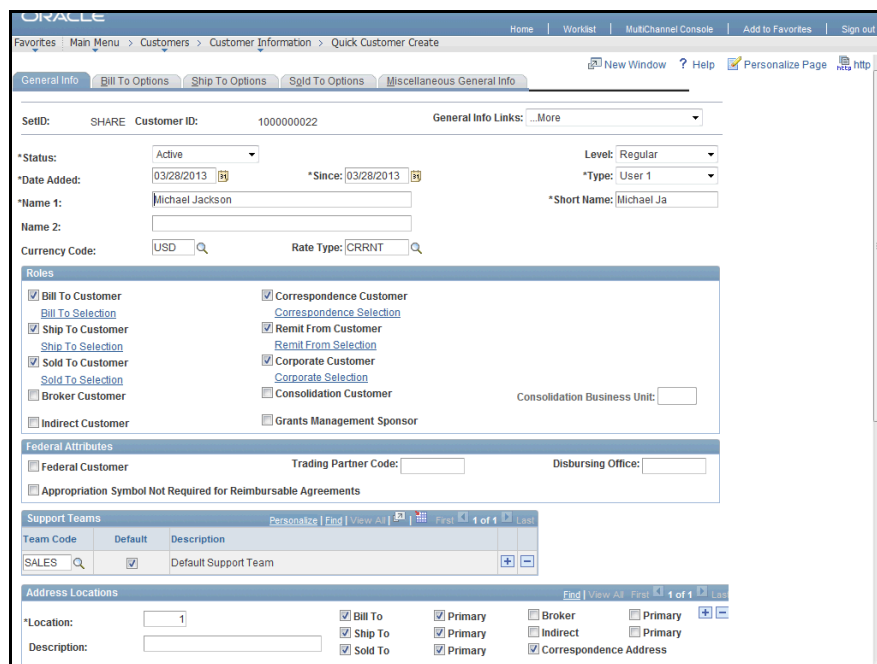
General Enterprise And Resource Support

Step	Action
11.	Enter the customer's name into the Name field. For this example, enter, " Michael Jackson ".
12.	Click the Home Phone option unless the number you enter is a Business Phone. 
13.	Enter the customer's phone number in the Telephone field. For this example, enter, " 410-260-5555 ".
14.	Enter " usa " into the Country field. This will open the address fields up for entry.
15.	Enter the desired information into the Address 1 field. For this example, enter " 580 Taylor Avenue ".
16.	Enter the desired information into the City field. For this example, enter " Annapolis ".
17.	Enter the desired information into the State field. For this example, enter " MD ".
18.	Enter the desired information into the Geocode field. For this example, enter " 20877 ".
19.	Click the Save New Customer/Contact button. 



The screenshot displays the Oracle AR240 Customer Information page. At the top, there's a navigation bar with links like Home, Worklist, and MultiChannel Console. Below this, a 'System Messages' box shows a success message: 'Successfully created new customer and contact. Below is the summary.' The main content area is divided into two columns. The left column, titled 'Contact Information', lists details for Contact ID 11, including the name Michael Jackson, email ID, contact phone 410/260-5555, contact flag 'External Contact', and contact type. The right column, titled 'Customer Information', lists details for Customer ID 1000000022, including the name Michael Jackson, address 580 Taylor Avenue, Annapolis, MD 20877, USA, credit card type, credit card number, and financial sanctions. At the bottom, there are several links for further actions like 'Contact Information Update', 'Create Sales Order', 'Order Tracking Inquiry', 'Billing Information Inquiry', 'Customer Payment Inquiry', and 'Customer Information Update'.

Step	Action
20.	The Customer Summary Detail page displays. You should receive a message stating " Successfully created new customer and contact. Below is the summary. "
21.	Review the summary information to ensure the information is correct.
22.	Click the Customer Information Update link if you want to, (1) edit the information, (2) see the customer record in detail, or (3) link a vendor to a customer. Customer Information Update



Step	Action
23.	The Customer - General Information header page displays.
24.	Ensure that the Bill To, Ship To, Sold To, Correspondence, Remit From, and Corporate Customer checkboxes are checked. Also ensure that " SALES " is entered in the Team Code field. This information defaulted in by selecting the Template Customer.

Training Guide

AR240 - Managing Customer Billing, Receivables and Customer Payments - DBF



ORACLE
Favorites | Main Menu | Customers | Customer Information | Quick Customer Create | Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

☐ Federal Customer Trading Partner Code: Disbursing Office:
☐ Appropriation Symbol Not Required for Reimbursable Agreements

Support Teams Personalize | Find | View All | First | 1 of 1 | Last

Team Code	Default	Description
SALES	<input checked="" type="checkbox"/>	Default Support Team

Address Locations Find | View All | First | 1 of 1 | Last

*Location: 1 ☒ Bill To ☒ Primary ☐ Broker ☐ Primary
☒ Ship To ☒ Primary ☐ Indirect ☐ Primary
☒ Sold To ☒ Primary ☒ Correspondence Address

☐ RFID Enabled VAT Default VAT Service Treatment Setup

Address Details Find | View All | First | 1 of 1 | Last

*Effective Date: 03/28/2013 *Status: Active
 Tax Code: Language Code: English
 Physical Nature: Where Performed:
 Alternate Name 1: Alternate Name 2:

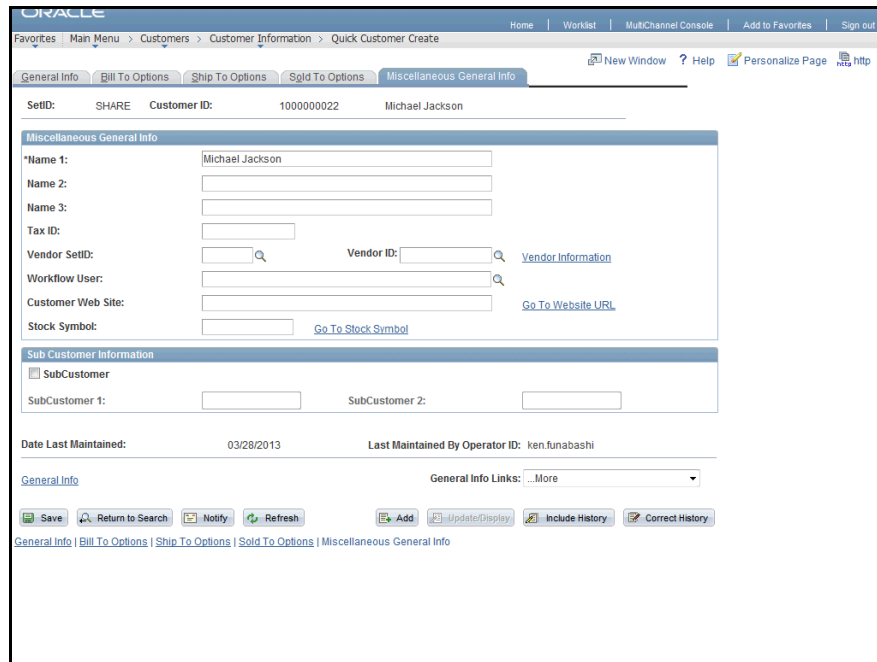
Country: USA United States
 Address 1: 580 Taylor Avenue
 Address 2:
 Address 3:
 City: Annapolis ☐ In City Limit
 County: Postal: 20877
 State: MD Maryland




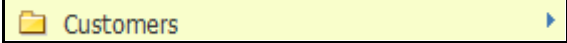

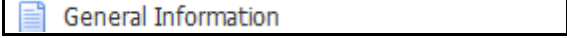
General Info Links: More

Save Return to Search Notify Refresh Add Update/Display Include History Correct History

General Info | Bill To Options | Ship To Options | Sold To Options | Miscellaneous General Info

Step	Action
25.	<p>Ensure that the Bill To, Bill To Primary, Ship To, Ship To Primary, Sold To, Sold To Primary, and Correspondence Address checkboxes are checked.</p> <p>This information was populated in the customer when the Template Customer was selected.</p>
26.	<p>If you need to link a customer to a vendor (such as for Return of Escrow, District Court only), click the Miscellaneous General Info tab.</p> <p>Miscellaneous General Info</p>



Step	Action
27.	<p>The Miscellaneous General Information page displays.</p> <p>Click in the Vendor SetID field to enter "SHARE".</p> 
28.	<p>Click in the Vendor ID field to select your vendor.</p> <p>You have just learned how to enter a customer using the Quick create method. Next, we will review the "long step-by-step" way to create a customer.</p> 
29.	<p>Navigate to the General Information page.</p> <p>Click the Main Menu button.</p> 
30.	<p>Click the Customers menu.</p> 
31.	<p>Click the Customer Information menu.</p> 
32.	<p>Click the General Information menu.</p> 

Training Guide

AR240 - Managing Customer Billing, Receivables and Customer Payments - DBF



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Customers > Customer Information > General Information

New Window help http

General Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

SetID: = SHARE

Customer ID: begins with

Name 1: begins with

Name 2: begins with

Telephone: begins with

City: begins with

State: begins with

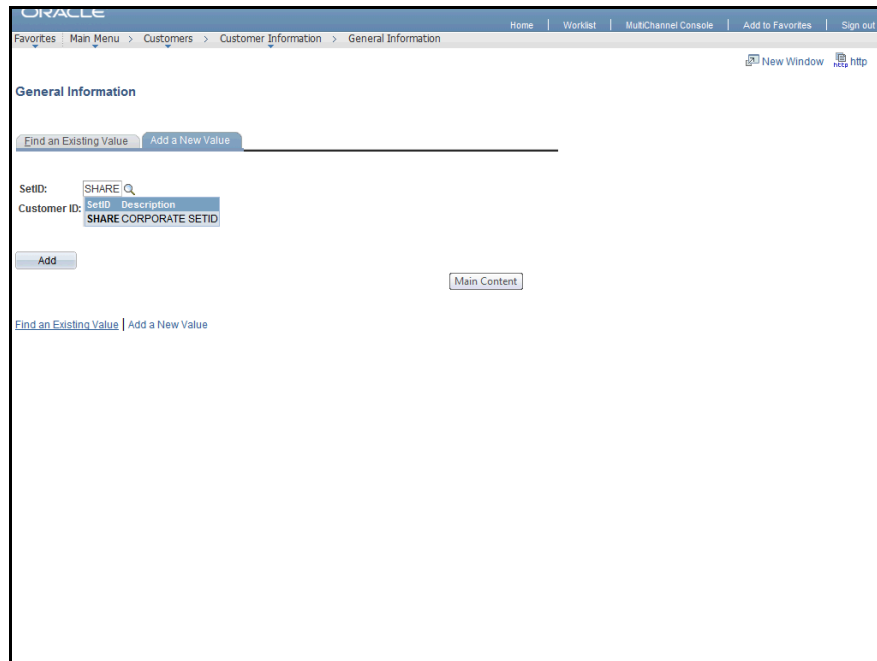
Postal Code: begins with

Include History | Correct History | Case Sensitive

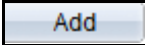
Search | Clear | Basic Search | Save Search Criteria

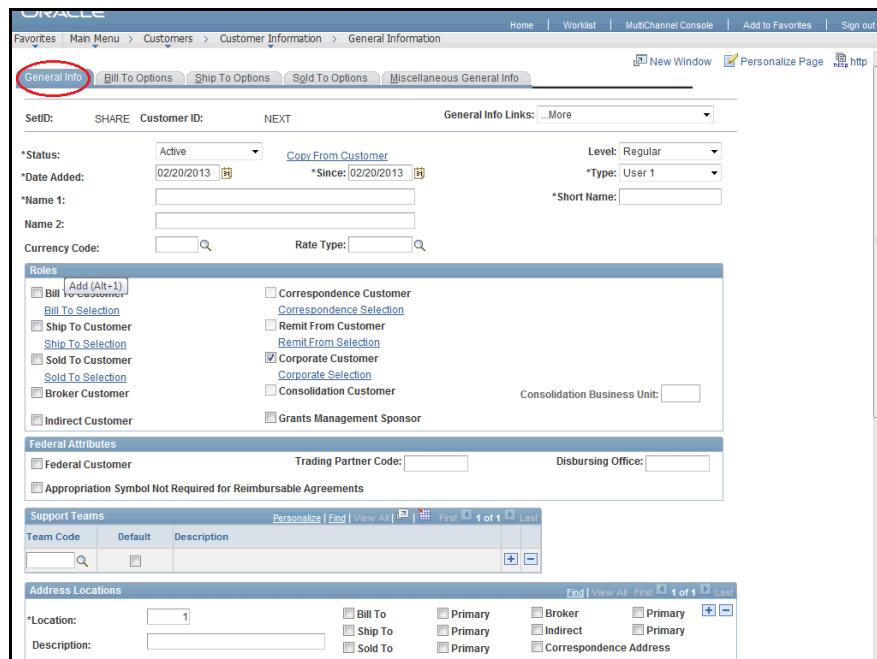
Find an Existing Value | Add a New Value

Step	Action
33.	<p>If searching for an existing customer, in the dropdown menu next to the Name 1 field, you would select Contains. Then, enter any portion of the Customer's Name 1 field. This allows you to search for any portion of the Customer's name without having to enter it exactly as it is recorded in the system. However, for this next exercise you will be creating a new customer.</p> <p>begins with</p>
34.	<p>Click the Add a New Value tab to add your customer.</p> <p>Add a New Value</p>



Oracle AR240 General Information page. The page shows the 'General Information' tab selected. The 'SetID' is 'SHARE' and the 'Customer ID' is 'SHARE CORPORATE SETID'. There is an 'Add' button and a 'Main Content' button.

Step	Action
35.	<p>Ensure that the SetID is "SHARE".</p> <p>Click the Add button.</p> 



Oracle AR240 General Information page with the 'General Info' tab selected. The page shows various fields for customer information, including 'Status', 'Date Added', 'Name', 'Currency Code', 'Rate Type', 'Roles', 'Federal Attributes', 'Support Teams', and 'Address Locations'. The 'General Info' tab is circled in red.

Training Guide

AR240 - Managing Customer Billing, Receivables and Customer Payments - DBF



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Step	Action
36.	The Customer General Information page displays.

Step	Action
37.	First, we will create an escrow customer and later, repeat the process to create a surety customer. Enter the name of your Escrow Customer in the Name 1 field. For this example, enter, " Escrow Customer 1. "
38.	Enter the desired information in the Since field. Please ensure this date is before any transaction to which this Customer is associated. For this example, enter, " 1/1/2000. "
39.	Enter the desired information in the Currency Code field. For this example, enter " USD. "
40.	Enter " CRRNT " in the Rate Type field.
41.	Click the Bill To Customer , Ship To Customer , and Sold To Customer options. The Correspondence Customer and Remit From Customer options should automatically be selected by the system after clicking Bill To Customer .
42.	Enter the desired information into the Team Code field. For this example, enter " SALES. "



Oracle AR240 Customer Information form. The form displays various customer details and settings. Key sections include:

- Roles:** A list of roles with checkboxes. 'Bill To Customer' is checked. Other roles include 'Correspondence Customer', 'Remit From Customer', 'Corporate Customer', 'Consolidation Customer', 'Indirect Customer', and 'Grants Management Sponsor'.
- Federal Attributes:** Includes 'Federal Customer' and 'Trading Partner Code'.
- Support Teams:** A table with columns 'Team Code', 'Default', and 'Description'. The 'SALES' team is listed with a checkmark in the 'Default' column.
- Address Locations:** A section for managing addresses. 'Location 1' is the primary address.
- Address Details:** Includes 'Effective Date' (02/20/2013), 'Status' (Active), 'Tax Code', and 'Language Code' (English).

Step	Action
43.	Click the Default option. 

Oracle AR240 Customer Information form. The form displays various customer details and settings. Key sections include:

- Roles:** A list of roles with checkboxes. 'Bill To Customer' is checked. Other roles include 'Correspondence Customer', 'Remit From Customer', 'Corporate Customer', 'Consolidation Customer', 'Indirect Customer', and 'Grants Management Sponsor'.
- Federal Attributes:** Includes 'Federal Customer' and 'Trading Partner Code'.
- Support Teams:** A table with columns 'Team Code', 'Default', and 'Description'. The 'SALES' team is listed with a checkmark in the 'Default' column.
- Address Locations:** A section for managing addresses. 'Location 1' is the primary address.
- Address Details:** Includes 'Effective Date' (02/20/2013), 'Status' (Active), 'Tax Code', and 'Language Code' (English).

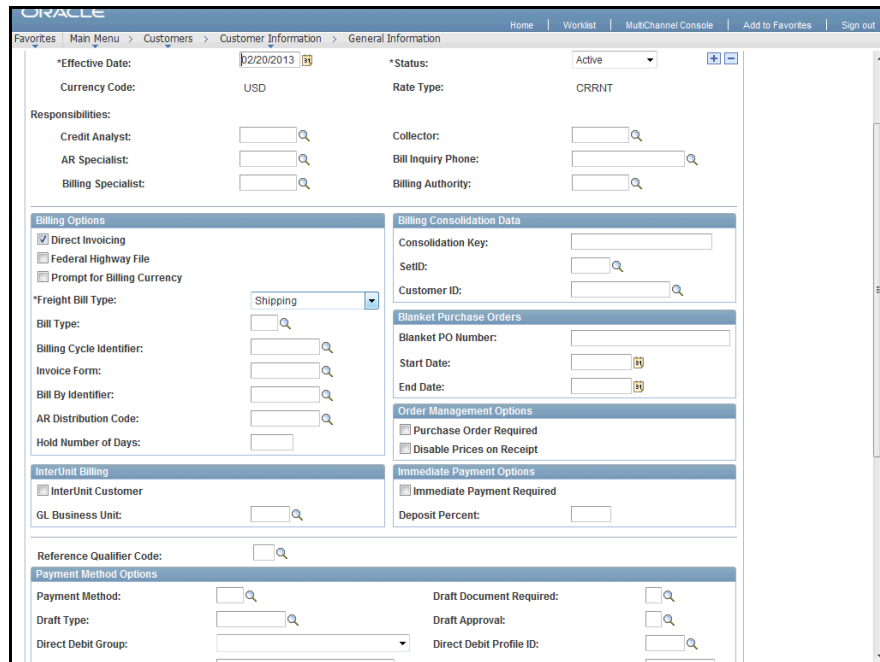
Training Guide

AR240 - Managing Customer Billing, Receivables and Customer Payments - DBF



Step	Action
44.	Scroll the window downward.

Step	Action
45.	Enter the desired information into the Description field. For this example, enter " Home Address ". When you select your customer's address on a transaction, this is the description that will appear for you to select.
46.	Click the Bill To , Ship To , and Sold To options.
47.	Click all 3 Primary options.
48.	Enter the street address in the Address 1 field. For this example, enter " 123 York Road ."
49.	Enter the city in the City field. For this example, enter " Annapolis ."
50.	Enter the state in the State field. For this example, enter " MD ."
51.	Enter the zip code in the Postal field. For this example, enter " 21093 ."
52.	If you need to enter information for a contact associated with this customer, add a new row and make sure to enter a value in the Description field such as " Parent Contact Information ," or " Bondsman Contact Information " to easily make sense of the information contained in the different rows.
53.	Click the Bill To Options link. Bill To Options



Oracle AR240 Customer Information General Information

*Effective Date: 12/20/2013 *Status: Active

Currency Code: USD Rate Type: ORRNT

Responsibilities:

Credit Analyst: Collector:

AR Specialist: Bill Inquiry Phone:

Billing Specialist: Billing Authority:

Billing Options

☒ Direct Invoicing

☐ Federal Highway File

☐ Prompt for Billing Currency

*Freight Bill Type: Shipping

Bill Type:

Billing Cycle Identifier:

Invoice Form:

Bill By Identifier:

AR Distribution Code:

Hold Number of Days:

Billing Consolidation Data

Consolidation Key:

SetID:

Customer ID:

Blanket Purchase Orders

Blanket PO Number:

Start Date:

End Date:

Order Management Options

☐ Purchase Order Required

☐ Disable Prices on Receipt

Immediate Payment Options

☐ Immediate Payment Required

Deposit Percent:

InterUnit Billing

☐ InterUnit Customer

GL Business Unit:

Reference Qualifier Code:

Payment Method Options

Payment Method:

Draft Document Required:

Draft Type:

Draft Approval:

Direct Debit Group:

Direct Debit Profile ID:

Step	Action
54.	Enter the desired information in the Credit Analyst field. For this example, enter "DEFAULT" .
55.	Enter the desired information in the AR Specialist field. For this example, enter "DEFAULT" .
56.	Enter "DEFAULT" in the Billing Specialist field.
57.	Enter "DEFAULT" in the Collector field.
58.	<p>It is a good practice to ensure this date is the same as the Since date on the previous tab, which should be before the date of any transactions to which this Customer is associated.</p> <p>Enter the desired information in the Effective Date field. For this example, enter "1/1/2000".</p>

Training Guide

AR240 - Managing Customer Billing, Receivables and Customer Payments - DBF



ORACLE
Favorites | Main Menu > Customers > Customer Information > General Information

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

General Info | **Bill To Options** | Ship To Options | Sold To Options | Miscellaneous General Info

New Window | Personalize Page | http

SetID: SHARE Customer ID: NEXT Escrow Customer 1

Customer Bill To Options Find | View All First 1 of 1 Last

*Effective Date: 1/1/2000 *Status: Active
Currency Code: USD Rate Type: CRRNT

Responsibilities:
Credit Analyst: DEFAULT Collector: default
AR Specialist: DEFAULT Bill Inquiry Phone:
Billing Specialist: DEFAULT Billing Authority:

Billing Options
☒ Direct Invoicing
☐ Federal Highway File
☐ Prompt for Billing Currency
*Freight Bill Type: Shipping
Bill Type:
Billing Cycle Identifier:
Invoice Form:
Bill By Identifier:
AR Distribution Code:
Hold Number of Days:

Billing Consolidation Data
Consolidation Key:
SetID:
Customer ID:

Blanket Purchase Orders
Blanket PO Number:
Start Date:
End Date:

Order Management Options
☐ Purchase Order Required
☐ Disable Prices on Receipt

InterUnit Billing
☐ InterUnit Customer
GL Business Unit:

Immediate Payment Options
☐ Immediate Payment Required
Deposit Percent:

Reference Qualifier Code:

Step	Action
59.	<p>The Bill To Options page displays.</p> <p>Scroll the window downward.</p>

ORACLE
Favorites | Main Menu > Customers > Customer Information > General Information

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

General Info | Bill To Options | Ship To Options | Sold To Options | Miscellaneous General Info

AR Distribution Code:
Hold Number of Days:

InterUnit Billing
☐ InterUnit Customer
GL Business Unit:

Reference Qualifier Code:

Payment Method Options
Payment Method:
Draft Type:
Direct Debit Group:
Bank Account:

Order Management Options
☐ Purchase Order Required
☐ Disable Prices on Receipt

Immediate Payment Options
☐ Immediate Payment Required
Deposit Percent:

Payment Predictor Options
☐ Partial Payment Switch
☐ Payment Predictor Hold
Method:

Payment Terms
Payment Terms ID:
Discount Grace Days: Due Grace Days:

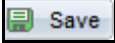
Write-Off Info
Maximum Write-Off Amount: 999999999999.990
Maximum Write-Off Percent: 100 Days Until Write-Off:

Bank Holiday Options
Bank Holiday Options: Not Applicable
Days: ☐ Allow due date in next month

General Info | **Bill To Selection** | Credit Profile

Save | Notify | Refresh | Add | Update/Display | Include History | Correct History

General Info | Bill To Options | Ship To Options | Sold To Options | Miscellaneous General Info

Step	Action
60.	Click the Save button. WRITE DOWN the Customer ID generated. 
61.	You have successfully completed the <i>Creating a Customer</i> topic. You have learned to: - create a new customer End of Procedure.

2.2 Creating a Bill with a Bill Type of Payroll Advance

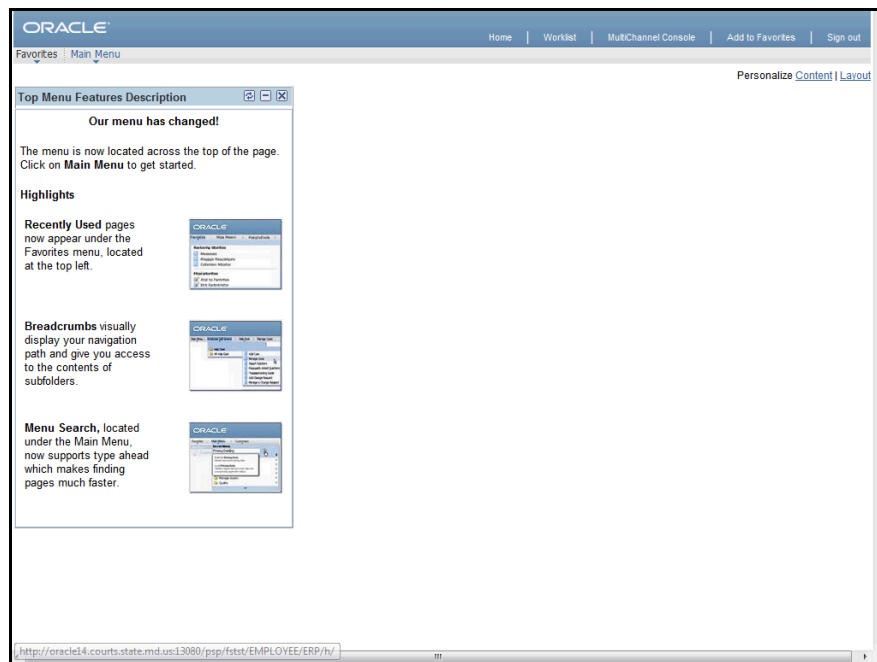
You will create a Bill with a Bill Type of ADV, which signifies Payroll / Employee Advance. The bill should be created under the Business Unit of the Judicial agency to which the employee belongs. For example, if the advance is for an employee at Anne Arundel District Court, the Business Unit is "JUD52."

After completing this topic, you will be able to:

- Create a bill for a Payroll / Employee Advance.

Procedure

In this topic, you will create a Payroll Advance bill.







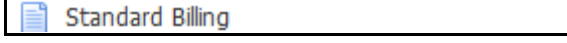


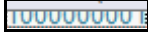
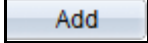
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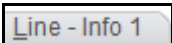

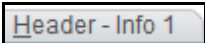
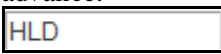
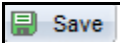
AR240 - Managing Customer Billing, Receivables and Customer Payments - DBF



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Step	Action
1.	Begin by navigating to the Bill Entry page. Click the Main Menu button. 
2.	Click the Sort Menu button. 
3.	Click the Billing menu. 
4.	Click the Maintain Bills menu. 
5.	Click the Standard Billing menu. 
6.	The Bill Entry - Find an Existing Value page displays. Use this page to search for a bill or select the Add a New Value tab to create a bill. Click the Add a New Value tab. 
7.	Enter the desired information in the Business Unit field. This should be the Business Unit of the Judicial agency to which the employee belongs. For this example, enter " JUD52 ."
8.	Enter the desired information in the Bill Type Identifier field, which signifies a Payroll or Employee Advance. For this example, enter " ADV ".
9.	Enter the desired information in the Bill Source field. For this example, enter " ONLINE ".
10.	Click the Look up Customer button to find and select the customer. You can also enter the Customer Number directly in the Customer field. 
11.	The Look Up Customer page displays. Select the customer number hyperlink. For this example, click 1000000001 . 
12.	Enter " t " in the Invoice Date field, which is a shortcut to enter today's date in any date field.
13.	Enter " t " in the Accounting Date field.
14.	Click the Add button. 

Step	Action
15.	<p>The Standard Billing - Header Info 1 page displays.</p> <p>Review header level information, such as the bank account, to ensure it is correct. Click the Line - Info 1 tab.</p> 
16.	<p>The Standard Billing - Line - Info 1 page displays.</p> <p>Enter "1" in the Quantity field.</p>
17.	Enter " EA " in the Unit of Measure field.
18.	Enter the unit price in the Unit Price field. For this example, enter " 1000 ".
19.	Enter a short description in the Description field. This field can be used for short qualitative reference information. For this example, enter " Payroll Advance John Doe ".
20.	<p>Click the Notes link.</p> 
21.	Enter the desired notes in the Note Text field. This field can be used to enter more extensive qualitative reference information. For this example, enter " Relocation payroll advance ".
22.	<p>Click the Header - Info 1 tab.</p> 
23.	<p>The Standard Billing - Header - Info 1 page displays.</p> <p>Enter "HLD" in the Status field. This Status prevents the Invoice from being processed so it can be used for the purposes of tracking the employee/payroll advance.</p> 
24.	<p>Click the Save button and WRITE DOWN the Invoice Number that just generated.</p> 
25.	<p>You have successfully completed the <i>Creating a Bill with a Bill Type of Payroll Advance</i> topic.</p> <p>You have learned to:</p> <ul style="list-style-type: none"> - create a Payroll Advance bill <p>End of Procedure.</p>

2.3 Entering Regular Deposit

You will enter a Regular Deposit to record the payroll advance remittance in Accounts Receivable. Then in the next topic make this deposit eligible for Journal Generator to record this deposit in General Ledger. The appropriate Working Fund Business Unit should be selected to record this deposit.

Training Guide

AR240 - Managing Customer Billing, Receivables and Customer Payments - DBF

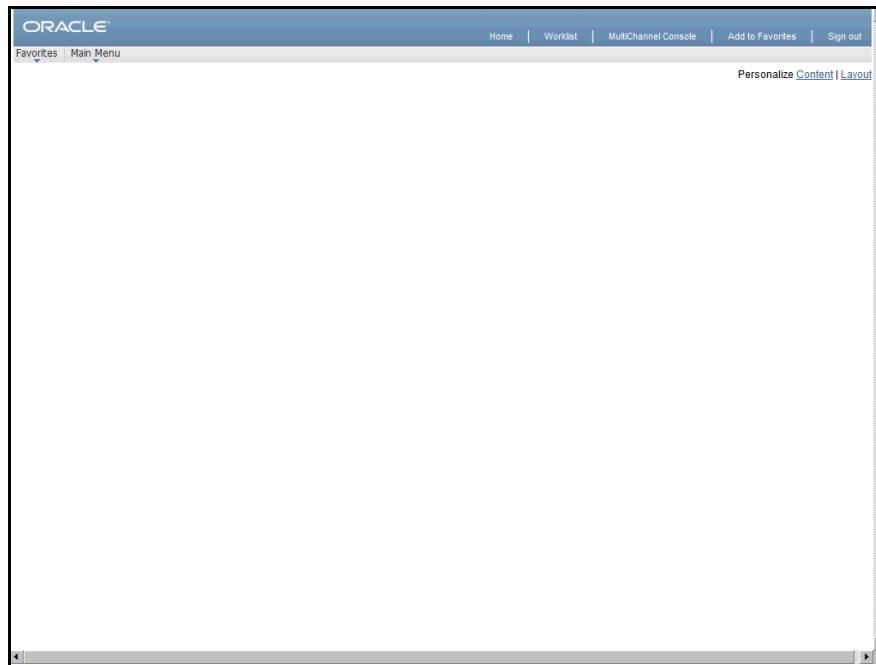




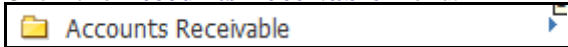


After completing this topic, you will be able to:


- Save a deposit
- Generate a Deposit ID.

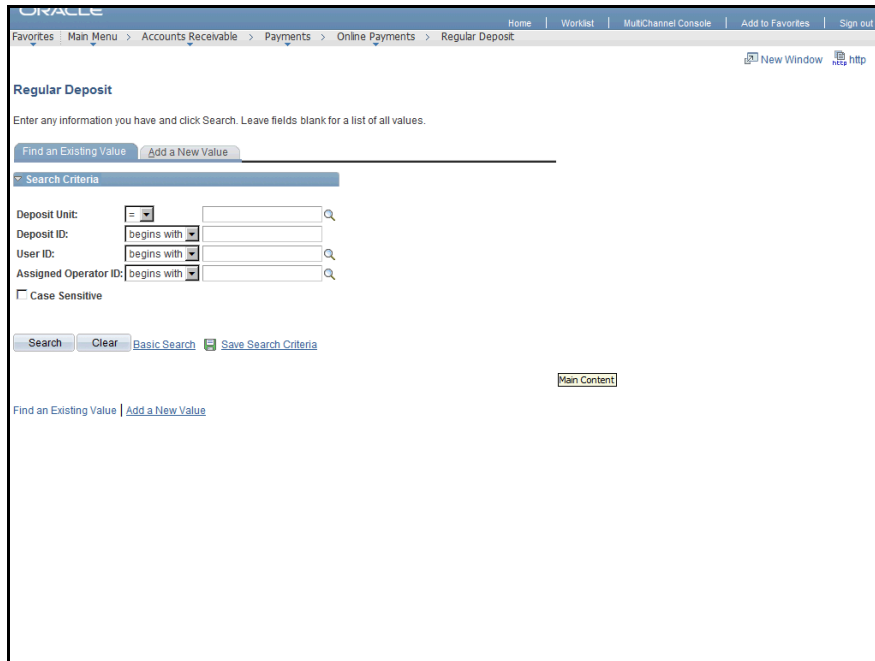
Procedure

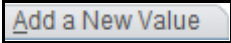
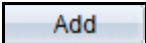
In this topic, you will enter a regular deposit.



Step	Action
1.	Begin by navigating to the Regular Deposit page. Click the Main Menu button. 
2.	Click the Sort Menu button. 
3.	Click the Accounts Receivable menu. 
4.	Click the Payments menu. 
5.	Click the Online Payments menu. 

Step	Action
6.	Click the Regular Deposit menu.  Regular Deposit



Step	Action
7.	The Regular Deposit - Find an Existing Value page displays. Use this page to enter search criteria or select the Add a New Value tab. Click the Add a New Value tab. 
8.	Enter your Business Unit in the Deposit Unit field. This should be the appropriate Working Fund Business Unit. For this example, enter " MDJUD ".
9.	Click the Add button. 

AR240 - Managing Customer Billing, Receivables and Customer Payments - DBF



General Enterprise And Resource Support

Oracle

[Home](#)
[Worklist](#)
[MultiChannel Console](#)
[Add to Favorites](#)
[Sign out](#)

[Favorites](#)
[Main Menu](#)
[Accounts Receivable](#)
[Payments](#)
[Online Payments](#)
[Regular Deposit](#)

[New Window](#)
[Personalize Page](#)
[http](#)

Totals

Payments

Unit: MDJUD

Deposit ID: NEXT

Delete Deposit

*Accounting Date:

02/14/2013

*Bank Code:

*Bank Account:

*Deposit Type:

Control Currency:

Format Currency:

USD

Rate Type:

Exchange Rate:

Control Totals

Control Data

Control Total Amount:

0.00

*Count:

0

Enter $\text{Add} (\text{Alt} + \text{S})$ ount:

0.00

Count:

1

Difference Amount:

0.00

Count:

-1

Posted Total Amount:

0.00

Count:

0

Journalled Total Amount:

0.00

Count:

0

*Received:

02/14/2013

*Entered:

02/14/2013

Posted:

Assigned:

ken.funabashi

User:

ken.funabashi

Save

Notify


Refresh

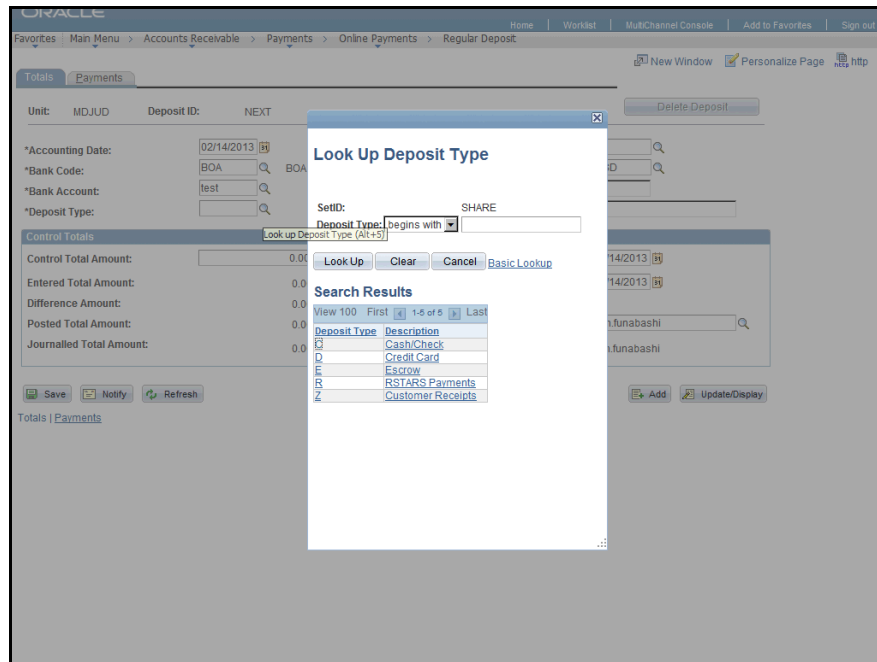
Add

Update/Display

Totals

Payments

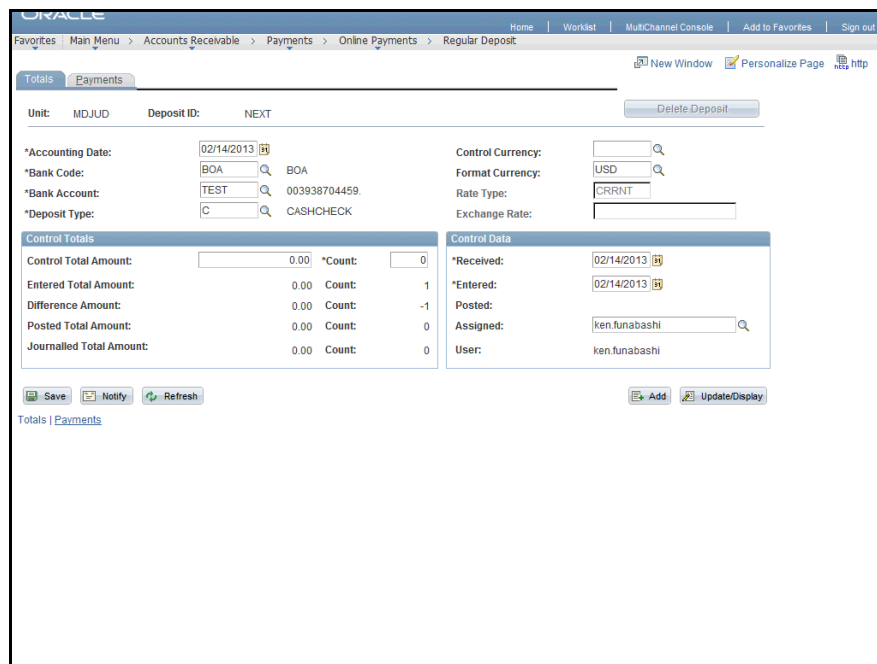
Step	Action
10.	The Regular Des posit - Totals page displays. Enter the depository bank in the Bank Code field. You can also use the prompt to look up available values. For this example, enter " BOA ."
11.	Enter the depository bank account in the Bank Account field. You can also use the prompt to look up available values. For this example, enter " TEST ."
12.	Click the Look up Deposit Type button. 



The screenshot shows the Oracle AR240 interface with the 'Look Up Deposit Type' dialog box open. The dialog box has a 'SetID' field with the value 'SHARE' and a 'Deposit Type' dropdown menu. Below the dropdown is a 'Look Up Deposit Type (Alt+F5)' button. The 'Search Results' section shows a table with columns 'Deposit Type' and 'Description'. The results are as follows:

Deposit Type	Description
C	Cash/Check
D	Credit Card
E	Escrow
R	RSTARS Payments
Z	Customer Receipts

Step	Action
13.	<p>The Look Up Deposit Type search page displays. Click the Cash/Check link.</p> <p>Cash/Check</p>



The screenshot shows the Oracle AR240 interface with the 'Look Up Deposit Type' dialog box open. The dialog box has a 'SetID' field with the value 'SHARE' and a 'Deposit Type' dropdown menu. Below the dropdown is a 'Look Up Deposit Type (Alt+F5)' button. The 'Search Results' section shows a table with columns 'Deposit Type' and 'Description'. The results are as follows:

Deposit Type	Description
C	Cash/Check
D	Credit Card
E	Escrow
R	RSTARS Payments
Z	Customer Receipts

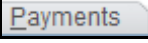
Training Guide


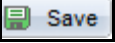
AR240 - Managing Customer Billing, Receivables and Customer Payments - DBF



GEARS

General Enterprise And Resource Support

Step	Action
14.	Enter " 1000 " in the Control Total Amount field.
15.	Enter " 1 " in the Count field.
16.	Enter " USD " in the Control Currency field.
17.	Click the Payments tab. 

Step	Action
18.	The Regular Deposit - Payments page displays. Enter the desired amount in the Amount field. For this example, enter " 1000 ".
19.	A value is required in the Payment ID field. Enter the remittance check number. For this example, enter " 123456 ."
20.	Check the Journal Directly checkbox. Make sure the Payment Predictor checkbox is unchecked. 
21.	Click the Save button and WRITE DOWN the Deposit ID that just generated. 

Step	Action
22.	<p>You have successfully completed the <i>Entering Regular Deposit</i> topic.</p> <p>You have learned to:</p> <ul style="list-style-type: none"> - enter a regular deposit <p>End of Procedure.</p>

2.4 Entering Payment as Direct Journal

The Deposit ID for the Direct Journal Payment is separate from the Deposit ID for Regular Deposit. The Direct Journal Payment is a balanced entry (debits = credits).

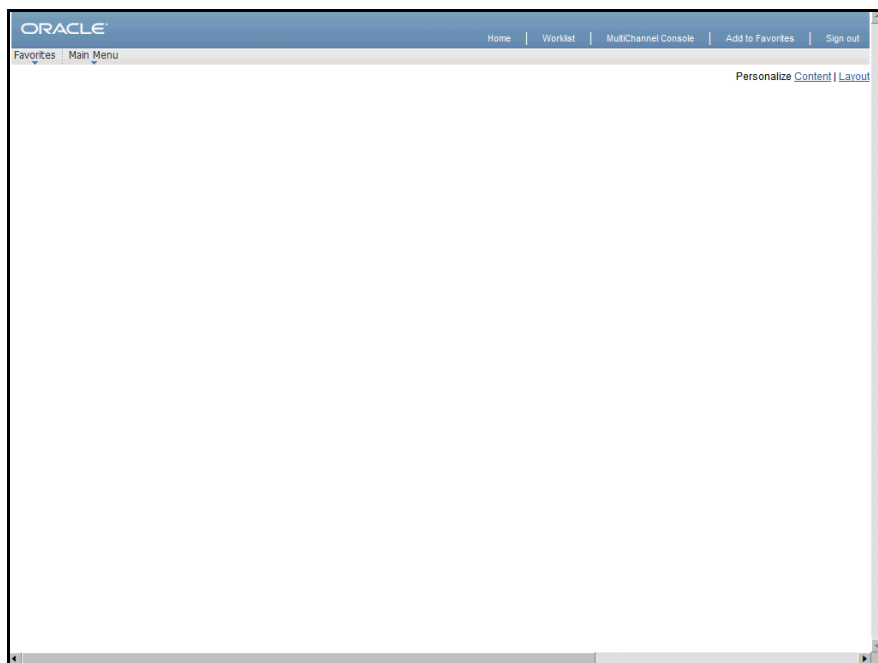
The payment recorded in the previous topic will be entered as a Direct Journal to create accounting entries. The steps included make the deposit entered in the previous topic available for journal generator to pick up to record in GL.

After completing this topic, you will be able to:

- Create a Deposit ID for the Direct Journal Payment.

Procedure

In this topic, you will learn how to enter a payment as a direct journal.





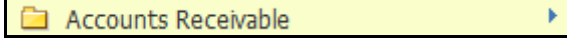

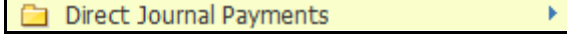
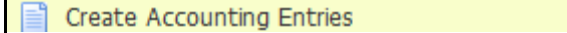
Training Guide

AR240 - Managing Customer Billing, Receivables and Customer Payments - DBF



GEARS

General Enterprise And Resource Support

Step	Action
1.	Begin by navigating to the Create Accounting Entries page. Click the Main Menu button. 
2.	Click the Sort Menu button. 
3.	Click the Accounts Receivable menu. 
4.	Click the Payments menu. 
5.	Click the Direct Journal Payments menu. 
6.	Click the Create Accounting Entries menu. 

Oracle

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Receivable > Payments > Direct Journal Payments > Create Accounting Entries

New Window http

Create Accounting Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Deposit Unit: [dropdown] [text] [search icon]

Deposit ID: [dropdown] [text] [search icon]

Payment Sequence: [dropdown] [text]

Payment ID: [dropdown] [text]

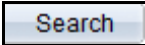

User ID: [dropdown] [text]

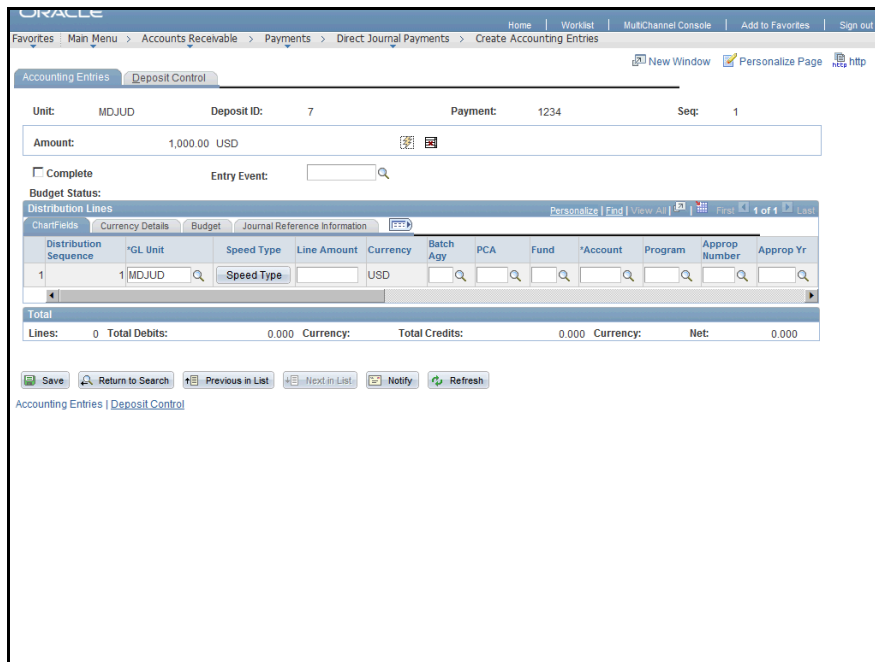
Assigned Operator ID: [dropdown] [text]


☐ Case Sensitive

Main Content

Search Clear Basic Search Save Search Criteria

Step	Action
7.	<p>The Create Accounting Entries - Find an Existing Value page displays. Use this page to enter search criteria.</p> <p>Enter your Business Unit in the Deposit Unit field. This should be the appropriate Working Fund Business Unit. This should be the same Business Unit that was used in the previous topic. For this example, enter "MDJUD".</p>
8.	<p>Click the Search button.</p> 
9.	<p>Click Deposit ID 7 hyperlink created in the previous topic.</p> 

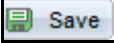

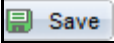


Step	Action
10.	<p>The Create Accounting Entries page displays.</p> <p>Enter "-1000" in the Line Amount field. Make sure this number is NEGATIVE.</p>
11.	<p>Enter the desired batch agency into the Batch Agy field. For this example, enter "C25".</p>
12.	<p>Enter the desired fund in the Fund field. For this example, enter "0001".</p>
13.	<p>Enter the desired account in the Account field. For this example, "0101".</p>
14.	<p>Click the Create button; it looks like a lightning bolt.</p> 

Training Guide

AR240 - Managing Customer Billing, Receivables and Customer Payments - DBF



Step	Action
15.	Click the Save button. 
16.	Click the Complete option. 
17.	Click the Save button. 
18.	You have successfully completed the <i>Entering Payment as Direct Journal</i> topic. You have learned to: - enter a Direct Journal payment End of Procedure.

2.5 Canceling an Invoice

With the payroll advance remittance deposited, the original bill created to track it will be canceled since the obligation was fulfilled.

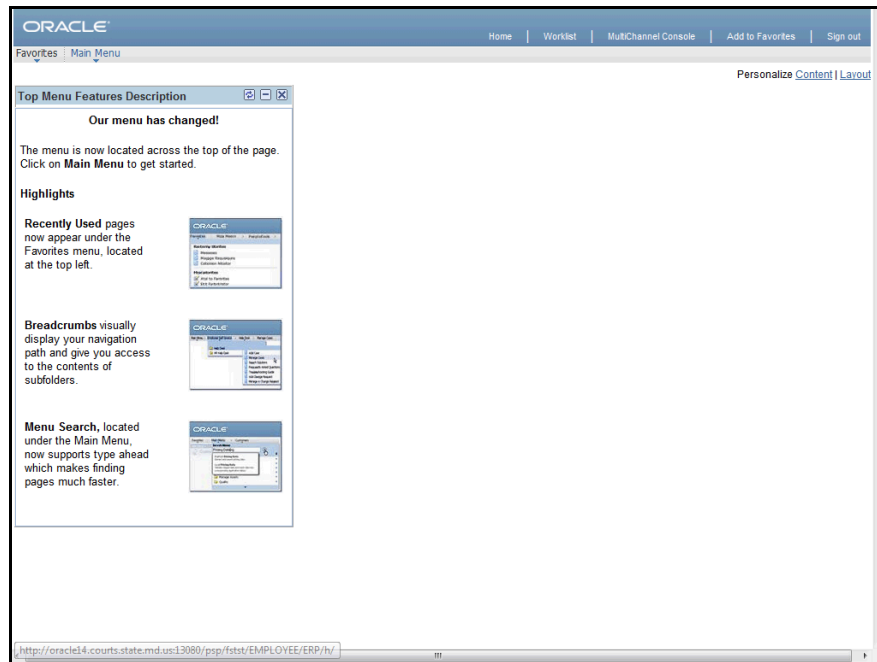
In this topic, you will use the **Standard Billing** pages in GEARS to cancel a payroll advance bill type.



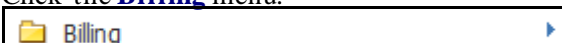


After completing this topic, you will be able to:

- Modify and save an invoice with a Status of Canceled.

Procedure

In this topic, you will learn how to cancel an invoice.



Step	Action
1.	Begin by navigating to the Standard Billing page. Click the Main Menu button. 
2.	Click the Sort Menu button. 
3.	Click the Billing menu. 
4.	Click the Maintain Bills menu. 
5.	Click the Standard Billing menu. 

Training Guide

AR240 - Managing Customer Billing, Receivables and Customer Payments - DBF



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Billing > Maintain Bills > Standard Billing

New Window http

Bill Entry

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

Business Unit: = MDJUD

Invoice: begins with

Bill Status: =

Customer: begins with

Contract: begins with

Bills in Business Unit: =

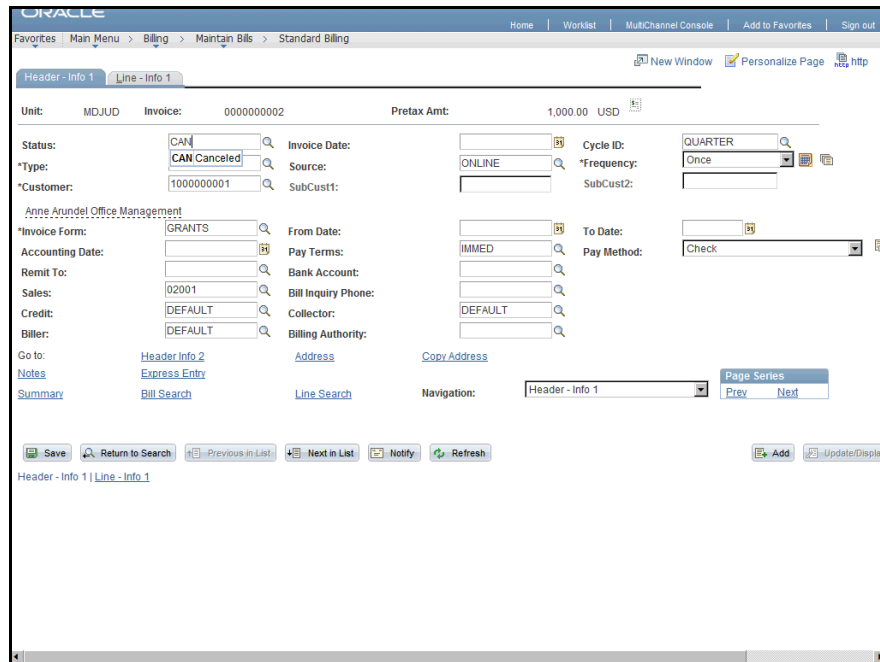
Template Invoice Flag: =


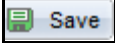
☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

Step	Action
6.	<p>The Bill Entry - Find an Existing Value page displays. Use this page to enter search criteria.</p> <p>Enter the Business Unit used to create the ADV Invoice in the Business Unit field. For this example, enter "MDJUD."</p> <p>MDJUD</p>
7.	<p>Click the Search button.</p> <p>Search</p>
8.	<p>Click Invoice 0000000002 hyperlink.</p> <p>0000000002</p>



Step	Action
9.	<p>The Standard Billing page displays. Enter the appropriate status in the Status field. For this example, enter "CAN".</p> <p>Since the employee remitted their advance, this invoice is no longer needed for tracking purposes. The status of "Canceled" preserves the Invoice for historical reference and makes it ineligible for processing.</p> 
10.	<p>Click the Save button.</p> 
11.	<p>The Saved message appears in the upper right hand corner as confirmation.</p>
12.	<p>You have successfully completed the <i>Canceling an Invoice</i> topic.</p> <p>You have learned to:</p> <ul style="list-style-type: none"> - cancel an invoice <p>End of Procedure.</p>

Lesson 3: Processing Payments Interfaced from MD State Treasury

Lesson Overview

The Judiciary receives an interface from the Maryland State Treasury office for payments on behalf of the Judiciary. The Maryland State Treasury Interface includes payments of the following types:

Training Guide

AR240 - Managing Customer Billing, Receivables and Customer Payments - DBF



1. Credit Card
2. Maryland Legal Service Interest
3. Asbestos Case (Baltimore City only)
4. Federal Tax Liens
5. Landlord Tenant Payments

Processing of these payments in GEARS will be performed by creating Direct Journal entries.

NOTE: Grant wires will be matched to grant invoices manually through a payment worksheet - a direct journal will not be created for these.

Lesson Objectives

After completing this lesson, you will be familiar with:

- Running the MD State Treasury's Interface
- Processing interest payments
- Processing asbestos payments for Baltimore City
- Processing federal tax liens
- Processing landlord tenant payments
- Processing grant wires

3.1 Running the MD State Treasury Interface

The first step in processing the payments in GEARS received from the Maryland State Treasury office is to run the Maryland State Treasury interface.

In this section, you will run the Maryland State Treasury interface.

After completing this section, you will be familiar with:

- Running the Maryland State Treasury interface
- Creating a match / no match report for credit card payments

3.1.1 Running the MD State Treasurer's Interface

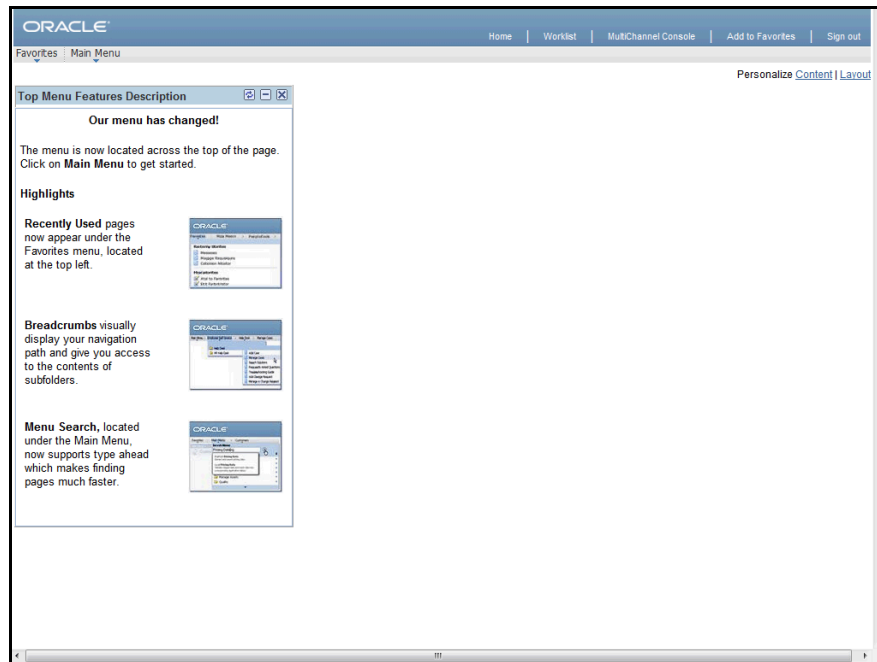
This topic provides step-by-step instruction for processing the MD State Treasury Interface and lists the Run control settings to be select during the process.





After completing this topic, you will be able to:

- Execute and run the MD State Treasury Interface

Procedure

In this topic, you will learn how to run the MD State Treasurer's interface.



Step	Action
1.	Begin by navigating to the AOC TRS ACH Interface page. Click the Main Menu button. 
2.	Click the Maryland Judiciary menu. 
3.	Click the AOC Interfaces menu. 
4.	Click the AOC TRS ACH Interface menu. 

Training Guide

AR240 - Managing Customer Billing, Receivables and Customer Payments - DBF



ORACLE

Favorites | Main Menu > Maryland Judiciary > AOC Interfaces > AOC TRS ACH Interface

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window http

AOC TRS ACH Interface

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

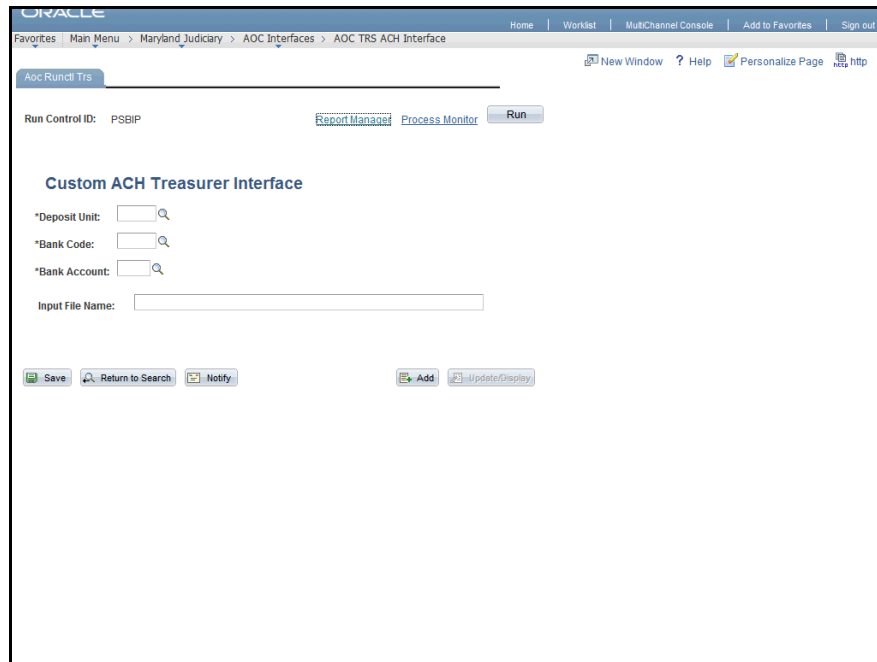
Search by: Run Control ID begins with

Case Sensitive

Search | Advanced Search

Find an Existing Value | Add a New Value

Step	Action
5.	<p>The AOC TRS ACH Interface - Find an Existing Value page displays. Use this page to enter search criteria for an available Run Control ID. Perform a search for an existing Run Control.</p> <p>Click the Search button.</p> <p>Search</p>
6.	<p>A Run Control is a set of parameters to run a process, which are saved so you don't have to re-enter the same parameters each time you run the process. A Run Control is created per User ID.</p> <p>Click on the desired Run Control ID. For this example, click PSBIP.</p> <p>NOTE: If there isn't an existing value, click on the Add a New Value tab. Name the run control with the prefix "PS" followed by your initials.</p> <p>PSBIP</p>





Oracle
Favorites | Main Menu > Maryland Judiciary > AOC Interfaces > AOC TRS ACH Interface | Home | Worklist | MultiChannel Console | Add to Favorites | Sign out


AOC Runtl Trs | New Window | Help | Personalize Page | http

Run Control ID: PSBIP | Report Manager | Process Monitor | Run

Custom ACH Treasurer Interface

*Deposit Unit: 

*Bank Code: 

*Bank Account: 

Input File Name:

Save | Return to Search | Notify | Add | Update Display

Step	Action
7.	The AOC TRS ACH Interface - AOC Runtl Trs page displays. Enter the desired information into the Deposit Unit field. For this example, enter " JUD36 ".
8.	Enter the desired information into the Bank Code field. For this example, enter " BOA ".
9.	Enter the desired information into the Bank Account field. For this example, enter " 36 ".

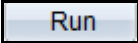
Training Guide

AR240 - Managing Customer Billing, Receivables and Customer Payments - DBF

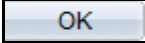


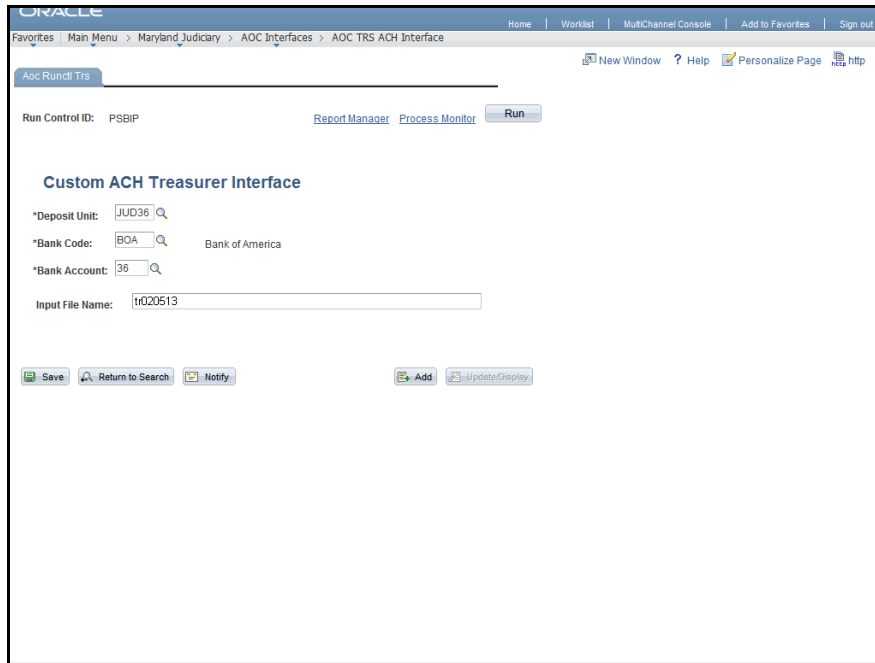
GEARS


General Enterprise And Resource Support

Step	Action
10.	<p>The following files are available for entry in the Input File Name field:</p> <p>tr020513 (Asbestos, Landlord/Tenant, Interest)</p> <p>tr020413 (Federal Tax Leins, Grant, Credit Card)</p> <p>tr122112 (Asbestos, Landlord/Tenant)</p> <p>tr122012 (Asbestos, Landlord/Tenant)</p> <p>tr121912 (Asbestos, Landlord/Tenant, Federal Tax Leins)</p> <p>tr121812 (Asbestos, Landlord/Tenant)</p> <p>tr121712 (Asbestos, Landlord/Tenant, Federal Tax Leins, Grant)</p> <p>For this example, enter "tr020513".</p>
11.	<p>Click the Run button.</p> 

Oracle Process Scheduler Request dialog box. Fields include: User ID: ken.vp1, Run Control ID: PSBIP, Server Name, Run Date: 02/25/2013, Recurrence, Run Time: 3:20:09PM, Time Zone. A table lists processes with columns: Select, Description, Process Name, Process Type, *Type, *Format, Distribution. The table contains one row: [X] AOCTRSO, AOCTRSO, PSJob, (None), (None), Distribution. Buttons: OK, Cancel.

Step	Action
12.	<p>The AOC TRS ACH Interface - Process Scheduler Request page displays. Click the OK button.</p> 



Step	Action
13.	<p>The AOC TRS ACH Interface - AOC Runcntl Trs page displays. Click the Process Monitor link.</p> 

Training Guide

AR240 - Managing Customer Billing, Receivables and Customer Payments - DBF



Oracle AOC TRS ACH Interface - Process List

Actions: User ID Type Last Days Refresh

Server Name Instance to

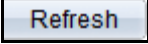

Run Status Distribution Status Save On Refresh ☒

Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	17146		PSJob	AOC TRSD	ken.vp1	02/25/2013 3:20:09PM EST	Success	Posted	Details

Go back to AOC TRS ACH Interface

Save Notify

Process List | Server List

Step	Action
14.	The AOC TRS ACH Interface - Process List page displays. Click the Refresh button. 
15.	Click the Go back to AOC TRS ACH Interface link. 
16.	You have successfully completed the <i>Running the MD State Treasurer's Interface</i> topic. You have learned to: - run the MD State Treasurer's Interface process End of Procedure.

3.1.2 Creating a Match / No Match Report (Credit Card Payments Only)

The Match and No Match reports allows you to balance payments invoiced against payments received through the MD State Treasury Interface to ensure that there is a match.

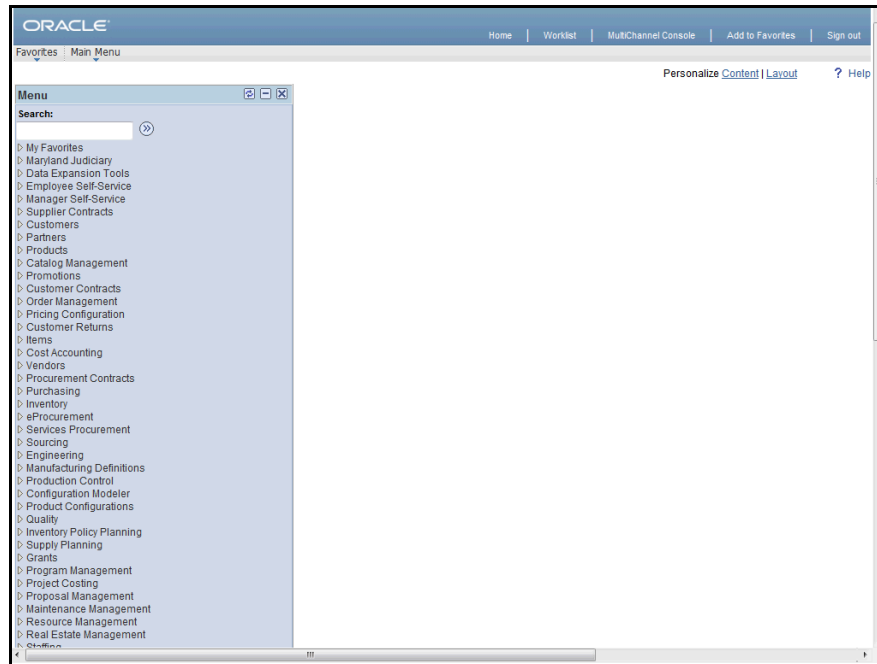
NOTE: The Match / No Match reports are applicable to credit card payments only.






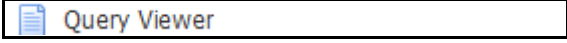
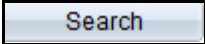
After completing this topic, you will be able to:

- Generate the Match and No Match reports

Procedure

In this topic, you will learn how to create a match / no match report for a credit card payment.




Step	Action
1.	Begin by navigating to the Query Viewer page. Click the Main Menu button. 
2.	Click the Menu sort icon to sort from A to Z. 
3.	Click the Menu sort icon to sort from Z to A. 
4.	Click the Reporting Tools menu. 
5.	Click the Query menu. 
6.	Click the Query Viewer menu. 
7.	The Query Viewer page displays. For this example, enter "AOC_TRS_NOMATCH" in the Search By Required field to view the No Match report.
8.	Click the Search button. 

Training Guide

AR240 - Managing Customer Billing, Receivables and Customer Payments - DBF



General Enterprise And Resource Support


Step	Action
9.	Click the HTML link. 

AOC_TRS_NOMATCH - Non Matching Treasurer Files

Processed Date:

View Results

XAction Date	AOC Company					Total Amt			Agency Cd	Suffix	PAYFN1			AOC_CUST_NAME	Area Code		PAYAPP	Unit		Invoice	Unit	Acctg Date	Inv Amt	Case No.	Match
-----------------	----------------	--	--	--	--	--------------	--	--	--------------	--------	--------	--	--	---------------	--------------	--	--------	------	--	---------	------	---------------	------------	-------------	-------

Step	Action
10.	Enter the date you ran the MD State Treasury Interface in the Processed Date field. For this example, enter " 031413 ".
11.	Click the View Results button. 
12.	Review the results of the No Match Report.


Processed Date: 03/14/2013

View Results

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (45 kb)

View All

	XAction Date	AOC Company			Eff Date				Total Amt		
1	03/14/2013	BANKCARD	1210001923	CCD	MERCH SETL	12/17/2012	11100002	22	05200163	00000003938704459	1932.50
2	03/14/2013	BANKCARD	1210001923	CCD	MERCH SETL	12/17/2012	11100002	22	05200163	00000003938704459	1001.30
3	03/14/2013	BANKCARD	1210001923	CCD	MERCH SETL	12/17/2012	11100002	22	05200163	00000003938704459	56.50
4	03/14/2013	BANKCARD	1210001923	CCD	MERCH SETL	12/17/2012	11100002	22	05200163	00000003938704459	170.00
5	03/14/2013	BANKCARD	1210001923	CCD	MERCH SETL	12/17/2012	11100002	22	05200163	00000003938704459	151.50
6	03/14/2013	BANKCARD	1210001923	CCD	MERCH SETL	12/17/2012	11100002	22	05200163	00000003938704459	545.00
7	03/14/2013	BANKCARD	1210001923	CCD	MERCH SETL	12/17/2012	11100002	22	05200163	00000003938704459	820.00
8	03/14/2013	BANKCARD	1210001923	CCD	MERCH SETL	12/17/2012	11100002	22	05200163	00000003938704459	652.00
9	03/14/2013	BANKCARD	1210001923	CCD	MERCH SETL	12/17/2012	11100002	22	05200163	00000003938704459	3.75
10	03/14/2013	BANKCARD	1210001923	CCD	MERCH SETL	12/17/2012	11100002	22	05200163	00000003938704459	320.00
11	03/14/2013	BANKCARD	1210001923	CCD	MERCH SETL	12/17/2012	11100002	22	05200163	00000003938704459	50.00

Step	Action
13.	Click the Close Tab (Ctrl+W) button. 

Oracle

Favorites | Main Menu | Reporting Tools | Query | Query Viewer

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By Query Name begins with

Search Advanced Search

Search Results

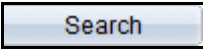

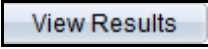
*Folder View -- All Folders --

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
AOC_TRS_NOMATCH	Non Matching Treasurer Files	Public		HTML	Excel	XML	Schedule	Favorite

Training Guide

AR240 - Managing Customer Billing, Receivables and Customer Payments - DBF



Step	Action
14.	Enter " AOC_TRS_INT_MATCH " in the Search By Required field to view the Match Report.
15.	Click the Search button. 
16.	Click the HTML link. 
17.	Enter the date you ran the MD State Treasury Interface in the Processed Date field. For this example, enter " 031413 ".
18.	Click the View Results button. 
19.	Review the results of the Match Report.
20.	You have successfully completed the <i>Creating a Match / No Match Report (Credit Card Payments Only)</i> topic. You have learned to: - create a match / no match report for credit card payments End of Procedure.

3.2 Processing Interest Payments

Interest payments are one of the types of payments that will load into GEARS from the MD State Treasury interface. Direct journals will be created in GEARS for interest payments.

This section provides step-by-step instruction for reviewing interest payments and updating the accounting entries on the Direct Journal page in GEARS.

After completing this section, you will be able to:

- Review the interest payments
- Update the accounting entries on the direct journal page

3.2.1 Reviewing the Interest Payment

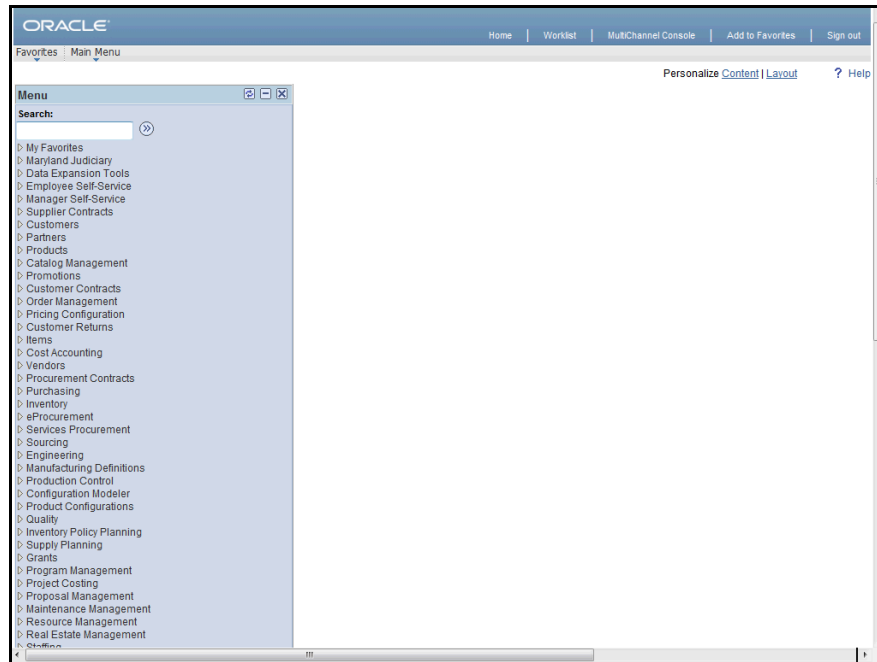
Interest payments will be loaded into GEARS from the MD State Treasury interface. The system will create a direct journal for these interest payments. Interest payments will need to be verified before creating a direct journal.



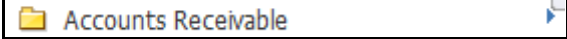



After completing this topic, you will be able to:

- Review the interest payments transmitted from the Maryland State Treasury Interface

Procedure

In this topic, you will learn how to review the interest payment.



Step	Action
1.	Begin by navigating to the Regular Deposit page. Click the Main Menu button. 
2.	Click the Menu sort button. 
3.	Click the Accounts Receivable menu. 
4.	Click the Payments menu. 
5.	Click the Online Payments menu. 
6.	Click the Regular Deposit menu. 

Training Guide

AR240 - Managing Customer Billing, Receivables and Customer Payments - DBF



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit

New Window ? Help http

Regular Deposit

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

Deposit Unit: = []

Deposit ID: begins with []

User ID: begins with []

Assigned Operator ID: begins with []

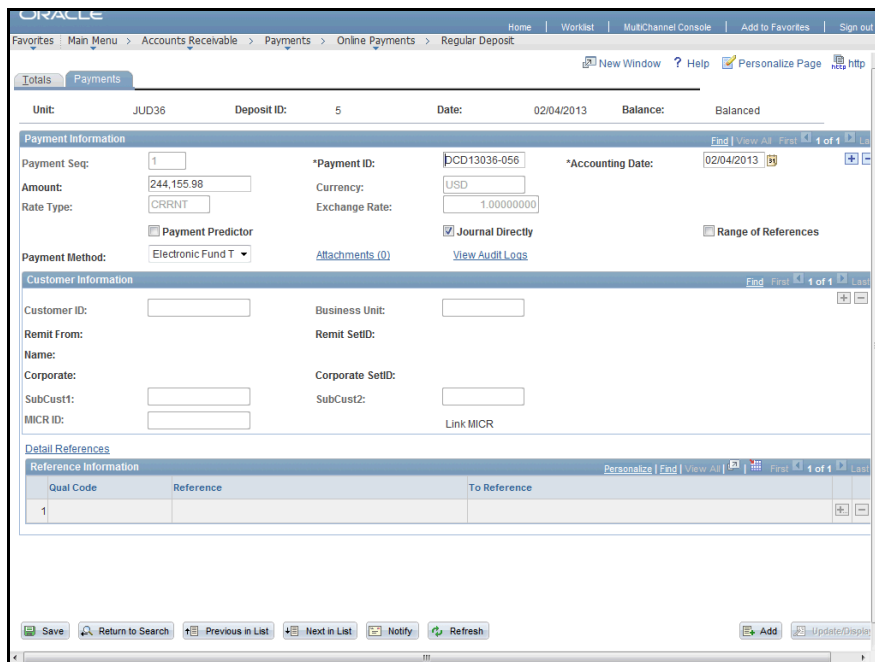
☐ Case Sensitive

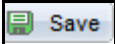
Search Clear Basic Search Save Search Criteria

Main Content

Find an Existing Value | Add a New Value

Step	Action
7.	The Regular Deposit - Find an Existing Value page displays. Use this page to enter search criteria for the deposit. For this example, enter " JUD36 " in the Deposit Unit field. []
8.	Click the Search button. [Search]
9.	Click the hyperlink of the Interest deposit you wish to view. For this example, click Deposit ID 5 . [5]
10.	The Regular Deposit - Totals page displays. Review the Totals tab.
11.	Click the Payments tab. [Payments]



Step	Action
12.	<p>The Regular Deposit - Payments page displays.</p> <p>Review the Payments tab; click the Save button.</p> 
13.	Confirm that the Deposit saved.
14.	<p>You have successfully completed the <i>Reviewing the Interest Payment</i> topic.</p> <p>You have learned to:</p> <ul style="list-style-type: none"> - review the interest payment <p>End of Procedure.</p>

3.2.2 Updating the Accounting Entries on Direct Journal Page

After confirming the interest payment, the direct journal needs to be created.

After completing this topic, you will be able to:

- Create and save the direct journal payment

Procedure

In this topic, you will learn to update the accounting entries on the **Direct Journal** page.

Training Guide

AR240 - Managing Customer Billing, Receivables and Customer Payments - DBF



Oracle AR240 - Managing Customer Billing, Receivables and Customer Payments - DBF

Unit: JUD36 Deposit ID: 5 Date: 02/04/2013 Balance: Balanced

Payment Information

Payment Seq: 1 *Payment ID: DCD13036-056 *Accounting Date: 02/04/2013

Amount: 244,155.98 Currency: USD

Rate Type: CRRNT Exchange Rate: 1.00000000

Payment Method: Electronic Fund T Attachments (0) View Audit Logs

Customer Information

Customer ID: Business Unit:

Remit From: Remit SetID:

Name: Corporate: Corporate SetID:



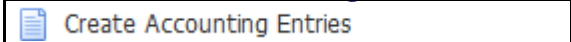
SubCust1: SubCust2:

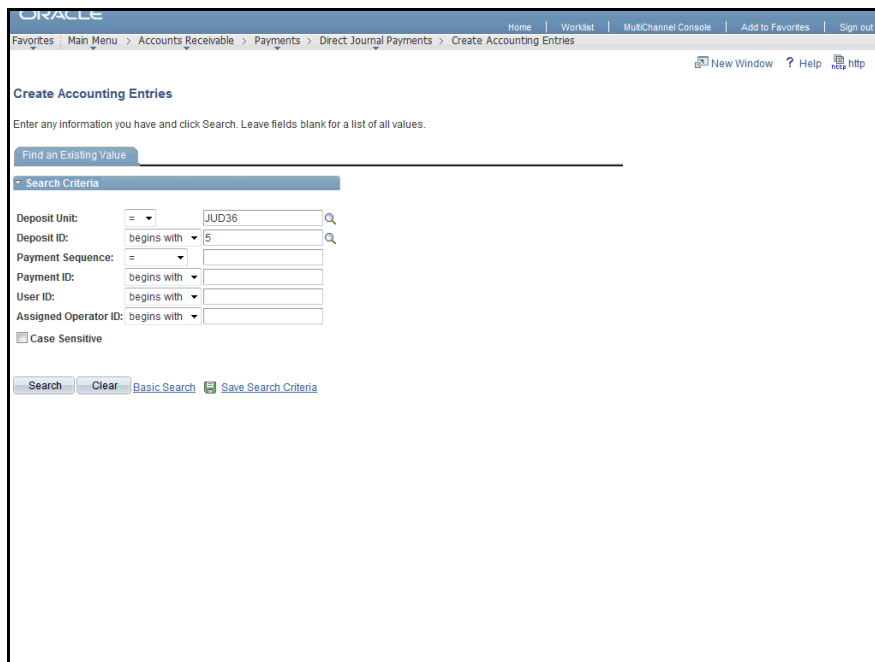
MICR ID: Link MICR

Detail References

Qual Code	Reference	To Reference
1		

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

Step	Action
1.	If you're in the Deposit, click the Payments breadcrumb. 
2.	Click the Direct Journal Payments menu. 
3.	Click the Create Accounting Entries menu. 



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Receivable > Payments > Direct Journal Payments > Create Accounting Entries

New Window ? Help http

Create Accounting Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Deposit Unit: = JUD36

Deposit ID: begins with 5

Payment Sequence: =

Payment ID: begins with

User ID: begins with

Assigned Operator ID: begins with

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Step	Action
4.	<p>The Find and Existing Value page displays. Since you were in the Deposit, GEARS recognizes your Deposit ID.</p> <p>Click the Search button.</p> <p>Search</p>

Training Guide

AR240 - Managing Customer Billing, Receivables and Customer Payments - DBF



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Receivable > Payments > Direct Journal Payments > Create Accounting Entries

Accounting Entries | Deposit Control

Unit: JUD36 Deposit ID: 5 Payment: DCD13036-056 Seq: 1

Amount: 244,155.98 USD

☐ Complete Entry Event:

Budget Status:


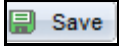

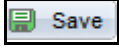
Distribution Lines

Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	Batch Agy	PCA	Fund	*Account	Program	Approp Number	Approp Yr
1	MDJUD	Speed Type	-244,155.98	USD	C36	60183	3037	7537	B006	A0006	AY2013

Total

Lines: 1 Total Debits: 0.00 Currency: USD Total Credits: 244,155.98 Currency: USD Net: -244,155.98

Accounting Entries | Deposit Control

Step	Action
5.	The Create Accounting Entries - Accounting Entries page displays. Click the Create button. 
6.	Notice that the second line generated. Click the Save button. 
7.	Click the Complete option. 
8.	Click the Save button. 
9.	Confirm that the Direct Journal saved.
10.	You have successfully completed the <i>Updating the Accounting Entries on Direct Journal Page</i> topic. You have learned to: - update the accounting entries End of Procedure.

3.3 Processing Asbestos Payments (Baltimore City)

Asbestos payments (applicable to Baltimore City only) are one of the types of payments that will load into GEARS from the MD State Treasury interface. Direct journals will be created in GEARS for asbestos payments.

This section provides step-by-step instruction for reviewing asbestos payments and updating the accounting entries on the Direct Journal page in GEARS.

After completing this section, you will be able to:

- Review the asbestos payments
- Update the accounting entries on the direct journal page

3.3.1 Reviewing the Asbestos Payment

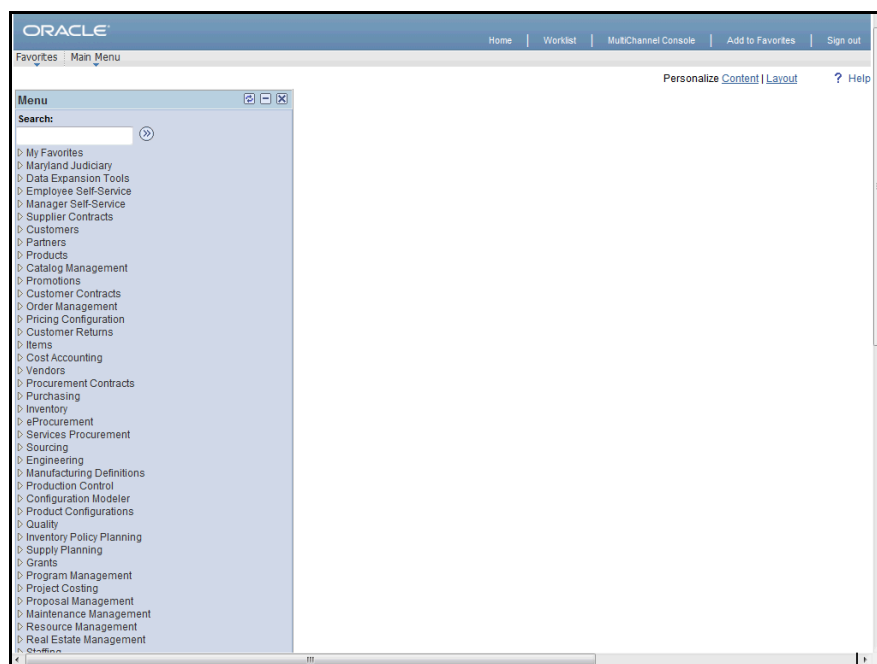
Asbestos payments (applicable to Baltimore City only) will be loaded into GEARS from the MD State Treasury interface. The system will create a direct journal for these asbestos payments. Asbestos payments will need to be verified before creating a direct journal.

After completing this topic, you will be able to:

- Review the asbestos payments transmitted from the Maryland State Treasury Interface

Procedure

In this topic, you will learn the procedures to review the asbestos payment.





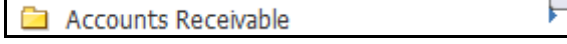



Training Guide

AR240 - Managing Customer Billing, Receivables and Customer Payments - DBF



GEARS

General Enterprise And Resource Support

Step	Action
1.	Begin by navigating to the Regular Deposit page. Click the Main Menu button. 
2.	Click the Menu sort button. 
3.	Click the Accounts Receivable menu. 
4.	Click the Payments menu. 
5.	Click the Online Payments menu. 
6.	Click the Regular Deposit menu. 

Oracle

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit

New Window ? Help http

Regular Deposit

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

Deposit Unit: =

Deposit ID: begins with

User ID: begins with

Assigned Operator ID: begins with

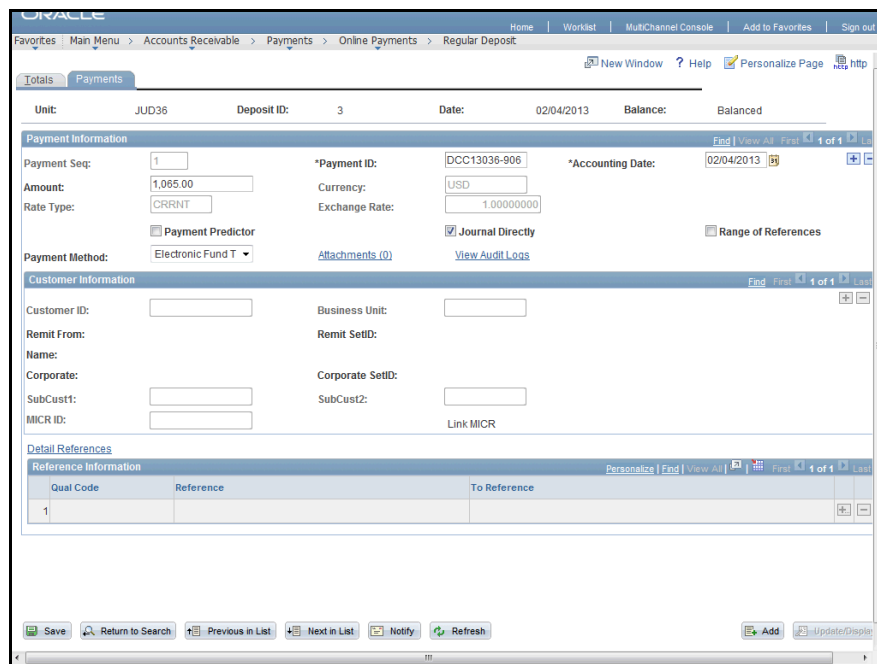
☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Main Content

Find an Existing Value | Add a New Value

Step	Action
7.	<p>The Regular Deposit - Find an Existing Value page displays. Use this page to enter search criteria.</p> <p>For this example, enter "JUD36" in the Deposit Unit field.</p> <input type="text"/>
8.	<p>Click the Search button.</p> <input type="button" value="Search"/>
9.	<p>Click Deposit ID 19 hyperlink for the Asbestos deposit you wish to view.</p> <input type="button" value="19"/>
10.	<p>The Regular Deposit - Totals page displays.</p> <p>Review the Deposit Totals tab.</p>
11.	<p>Click the Payments tab.</p> <input type="button" value="Payments"/>



Step	Action
12.	<p>The Regular Deposit - Payments page displays.</p> <p>Review the Payments tab; click the Save button.</p> <input type="button" value="Save"/>

Training Guide

AR240 - Managing Customer Billing, Receivables and Customer Payments - DBF



Step	Action
13.	Confirm that the Deposit saved.
14.	<p>You have successfully completed the <i>Reviewing the Asbestos Payment</i> topic.</p> <p>You have learned:</p> <ul style="list-style-type: none"> - the steps to review the asbestos payment <p>End of Procedure.</p>

3.3.2 Updating the Accounting Entries on the Direct Journal Page

After confirming the asbestos payment, the direct journal needs to be created.




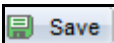
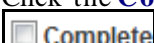
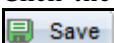
After completing this topic, you will be able to:

- Create and save the direct journal payment

Procedure

In this topic, you will learn how to update the direct journal accounting entries.

Step	Action
1.	<p>If you're in the Deposit, click the Payments breadcrumb.</p> <p></p>
2.	<p>Click the Direct Journal Payments menu.</p> <p></p>

Step	Action
3.	Click the Create Accounting Entries menu. 
4.	The Create Accounting Entries page displays. Use this page to enter search criteria. Since you were in the Deposit , GEARS recognizes your Deposit ID . Click the Search button.
5.	Click the hyperlink of the Interest deposit for which you wish to create an accounting entry. For this example, click Deposit ID 3 . 
6.	Click the Create button. 
7.	Notice that the second line generated. Click the Save button. 
8.	Click the Complete option. 
9.	Click the Save button. 
10.	Confirm that the Direct Journal saved.
11.	You have successfully completed the <i>Updating the Accounting Entries on the Direct Journal Page</i> topic. You have learned to: - update the direct journal accounting entries End of Procedure.

3.4 Processing Federal Tax Liens

Federal tax liens are one of the types of payments that will load into GEARS from the MD State Treasury interface. Direct journals will be created in GEARS for federal tax lien payments.

This section provides step-by-step instruction for reviewing federal tax liens and updating the accounting entries on the Direct Journal page in GEARS.

After completing this section, you will be able to:

- Review the federal tax lien payments
- Update the accounting entries on the direct journal page

Training Guide

AR240 - Managing Customer Billing, Receivables and Customer Payments - DBF



3.4.1 Reviewing Federal Tax Lien Payments

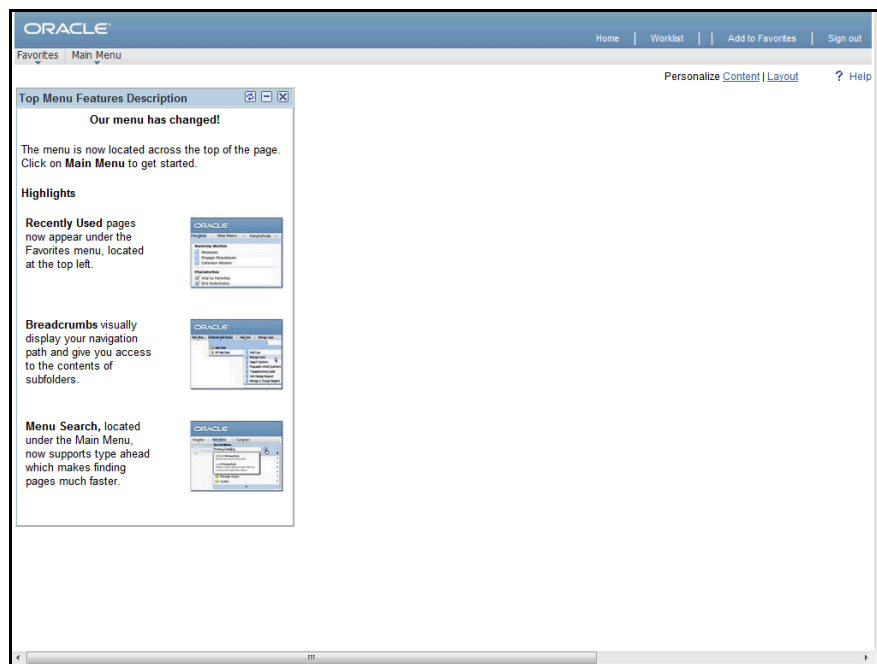
Federal tax lien payments will be loaded into GEARS from the MD State Treasury interface. The system will create a direct journal for these federal tax lien payments. Federal tax lien payments will need to be verified before creating a direct journal.


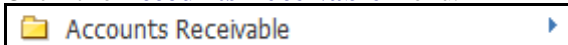


After completing this topic, you will be able to:


- Review the asbestos payments transmitted from the Maryland State Treasury Interface

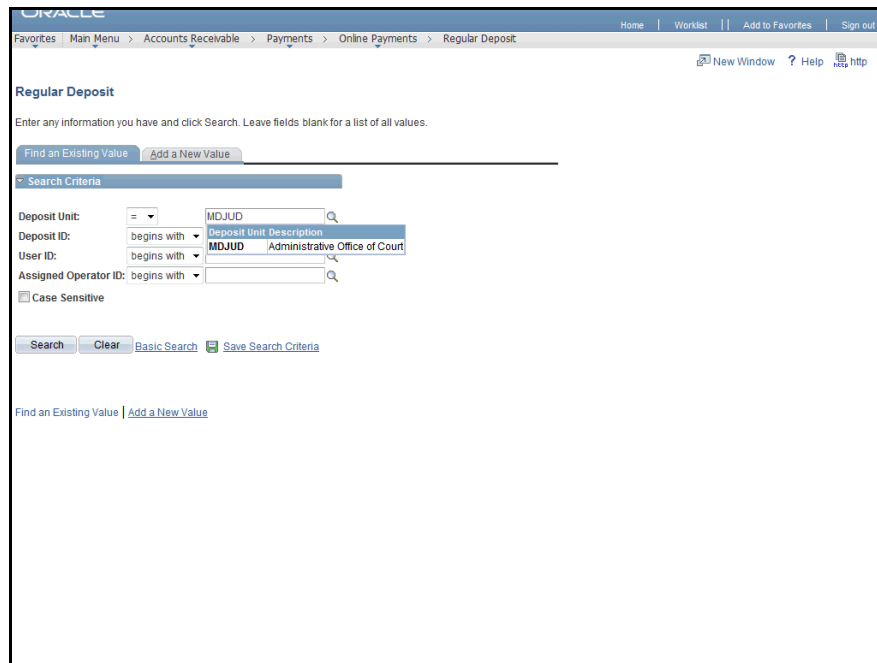
Procedure

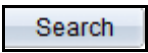


In this topic, you will learn to review federal tax lien payments.



Step	Action
1.	Begin by navigating to the Regular Deposit page. Click the Main Menu button. 
2.	Click the Accounts Receivable menu. 
3.	Click the Payments menu. 
4.	Click the Online Payments menu. 

Step	Action
5.	Click the Regular Deposit menu. 



Step	Action
6.	The Regular Deposit - Find an Existing Value search page displays. Enter the desired information into the Deposit Unit field. For this example, enter " JUD36 ".
7.	Click the Search button. 
8.	Click the Deposit ID 11 link of the Asbestos deposit you wish to view. 
9.	The Regular Deposit - Totals page displays. Review the information on the Deposit Totals tab.
10.	Click the Payments tab. 

Training Guide

AR240 - Managing Customer Billing, Receivables and Customer Payments - DBF



Oracle AR240 - Managing Customer Billing, Receivables and Customer Payments - DBF

Unit: JUD36 Deposit ID: 11 Date: 02/01/2013 Balance: Balanced

Payment Information

Payment Seq: 1 *Payment ID: DCB13035-547 *Accounting Date: 02/01/2013

Amount: 15.00 Currency: USD

Rate Type: CRRNT Exchange Rate: 1.00000000

Payment Method: Electronic Fund T Attachments (0) View Audit Logs

Customer Information

Customer ID: Business Unit:

Remit From: Remit SetID:

Name: Corporate: Corporate SetID:

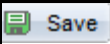
SubCust1: SubCust2:

MICR ID: Link MICR

Detail References

Qual Code	Reference	To Reference
1		

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

Step	Action
11.	<p>The Regular Deposit - Payments page displays.</p> <p>Review the Payments tab; click the Save button.</p> 
12.	Confirm that the Deposit saved.
13.	<p>You have successfully completed the <i>Reviewing Federal Tax Lien Payments</i> topic.</p> <p>You have learned to:</p> <ul style="list-style-type: none"> - review federal tax lien payments <p>End of Procedure.</p>

3.4.2 Updating the Accounting Entries on the Direct Journal Page

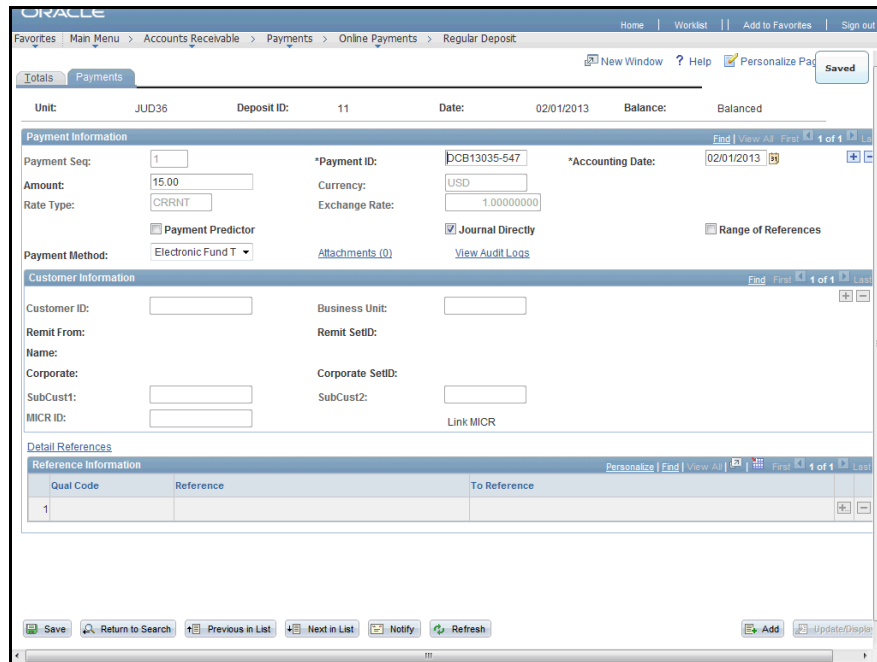
After confirming the federal tax lien payment(s), the direct journal needs to be created.


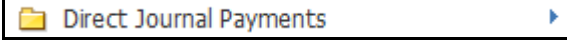
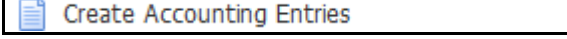
After completing this topic, you will be able to:

- Create and save the direct journal payment

Procedure

In this topic, you will learn to update direct journal accounting entries.



Step	Action
1.	If you're in the Deposit , click the Payments breadcrumb. 
2.	Click the Direct Journal Payments menu. 
3.	Click the Create Accounting Entries menu. 

Training Guide

AR240 - Managing Customer Billing, Receivables and Customer Payments - DBF



ORACLE

Favorites | Main Menu > Accounts Receivable > Payments > Direct Journal Payments > Create Accounting Entries

Home | Worklist | Add to Favorites | Sign out

New Window ? Help http

Create Accounting Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Deposit Unit: = JUD36

Deposit ID: begins with Deposit Unit Description

Payment Sequence: = JUD36 Common Headquarters

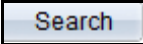

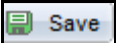
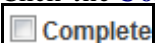
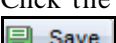
Payment ID: begins with

User ID: begins with

Assigned Operator ID: begins with

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Step	Action
4.	<p>The Create Accounting Entries - Find an Existing Value page displays. Since you were in the Deposit, GEARS recognizes your Deposit ID.</p> <p>Click the Search button.</p> 
5.	<p>The Accounting Entries page displays.</p> <p>Click the Create button.</p> 
6.	<p>Notice that the second line generated. Click the Save button.</p> 
7.	<p>Click the Complete option.</p> 
8.	<p>Click the Save button.</p> 
9.	<p>You have successfully completed the <i>Updating the Accounting Entries on the Direct Journal Page</i> topic.</p> <p>You have learned to:</p> <ul style="list-style-type: none"> - update the direct journal accounting entries <p>End of Procedure.</p>

3.5 Processing Landlord Tenant Payments

Landlord tenant payments are one of the types of payments that will load into GEARS from the MD State Treasury interface. Direct journals will be created in GEARS for Landlord tenant payments.

This section provides step-by-step instruction for reviewing Landlord tenant payments and updating the accounting entries on the Direct Journal page in GEARS.

After completing this section, you will be able to:

- Review the landlord tenant payments
- Update the accounting entries on the direct journal page

3.5.1 Reviewing Landlord Tenant Payments

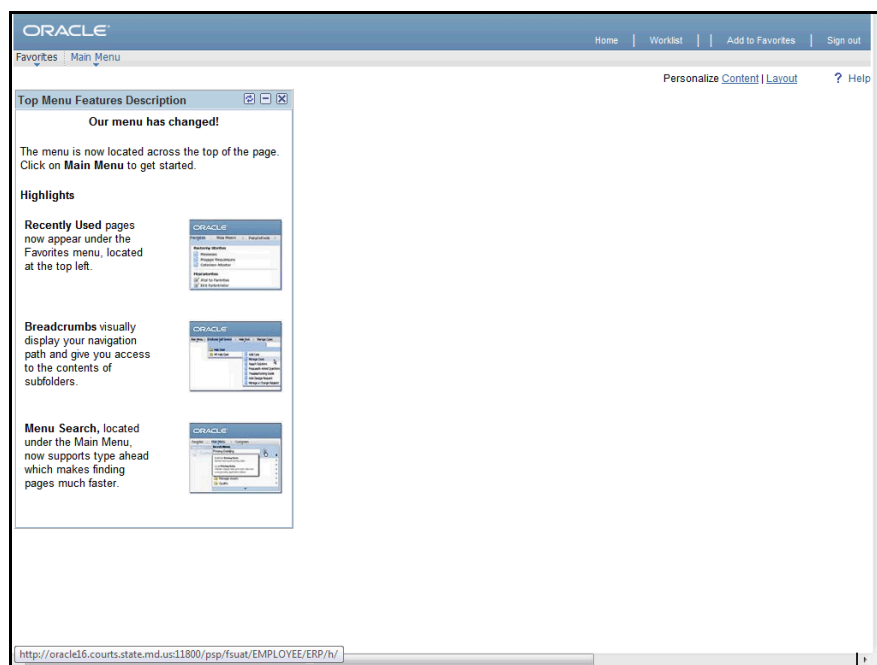
Landlord tenant payments will be loaded into GEARS from the MD State Treasury interface. The system will create a direct journal for these landlord tenant payments. Landlord tenant payments will need to be verified before creating a direct journal.

After completing this topic, you will be able to:

- Review the landlord tenant payments transmitted from the Maryland State Treasury Interface

Procedure


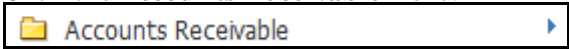
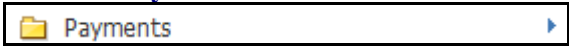

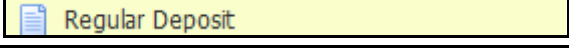
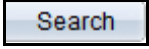

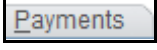
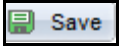
In this topic, you will learn to review landlord tenant payments.



Training Guide

AR240 - Managing Customer Billing, Receivables and Customer Payments - DBF



Step	Action
1.	Begin by navigating to the Regular Deposit page. Click the Main Menu button. 
2.	Click the Accounts Receivable menu. 
3.	Click the Payments menu. 
4.	Click the Online Payments menu. 
5.	Click the Regular Deposit menu. 
6.	The Regular Deposit - Find an Existing Value page displays. Use this page to enter search criteria. Enter the desired information into the Deposit Unit field. For this example, enter " JUD36 ".
7.	Click the Search button. 
8.	Click the Deposit ID 22 link of the Asbestos deposit you wish to view. 
9.	Review the information on the Deposit Totals tab.
10.	Click the Payments tab. 
11.	Review the Payments tab; click the Save button. 
12.	Confirm that the Deposit saved.
13.	You have successfully completed the <i>Reviewing Landlord Tenant Payments</i> topic. You have learned to: - review landlord tenant payments received End of Procedure.

3.5.2 Updating the Accounting Entries on the Direct Journal Page

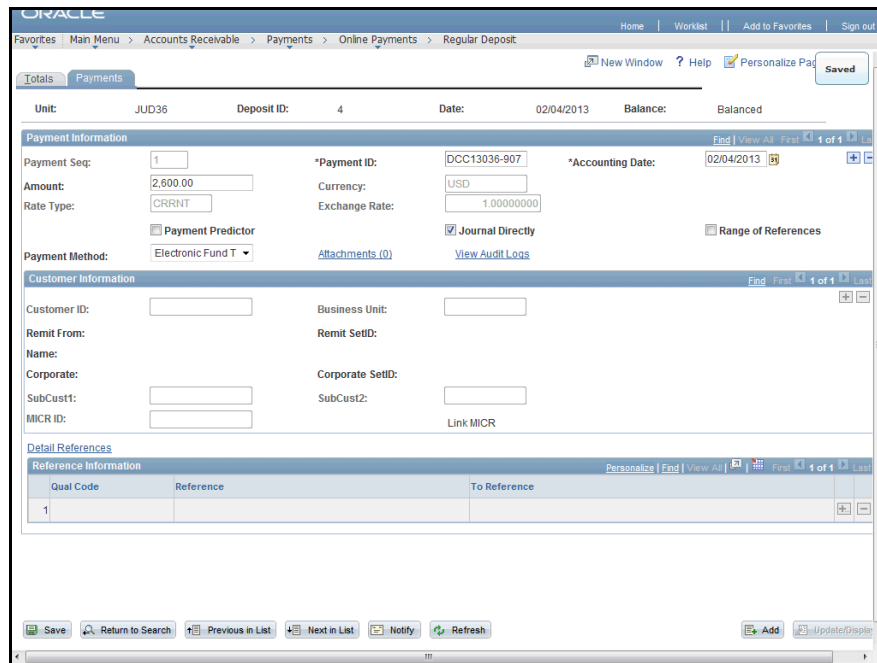
After confirming the landlord tenant(s), the direct journal needs to be created.




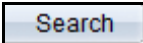

After completing this topic, you will be able to:

- Create and save the direct journal payment

Procedure

In this topic, you will learn to update direct journal accounting entries.


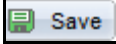

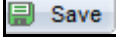


Step	Action
1.	If you're in the Deposit , click the Payments breadcrumb. 
2.	Click the Direct Journal Payments menu. 
3.	Click the Create Accounting Entries menu. 
4.	The Create Accounting Entries - Find an Existing Value page displays. Use this page to enter search criteria. Since you were in the Deposit , GEARS recognizes your Deposit ID . Click the Search button. 
5.	Click the Deposit ID 4 link of the Interest deposit for which you wish to create an accounting entry. 

Training Guide

AR240 - Managing Customer Billing, Receivables and Customer Payments - DBF



Step	Action
6.	Click the Create button. 
7.	Click the Save button. 
8.	Click the Complete option. 
9.	Click the Save button. 
10.	You have successfully completed the <i>Updating the Accounting Entries on the Direct Journal Page</i> topic. You have learned to: - update the direct journal page accounting entries End of Procedure.

3.6 Processing Grant Wires

Grant wire payments are one of the types of payments that will load into GEARS from the MD State Treasury interface. Grant Wire Payments are processed differently in GEARS than the other types of payments (interest, asbestos, landlord tenant, and federal tax liens). Grant invoice(s) will need to be matched to the payment(s). A payment worksheet will be created to manually apply the payment to the invoice.

This section provides step-by-step instruction for reviewing grant payments and applying grant payments to the grant invoices.

After completing this section, you will be able to:

- Review the grant payments
- Apply grant payments to the grant invoice

3.6.1 Reviewing Grant Payment

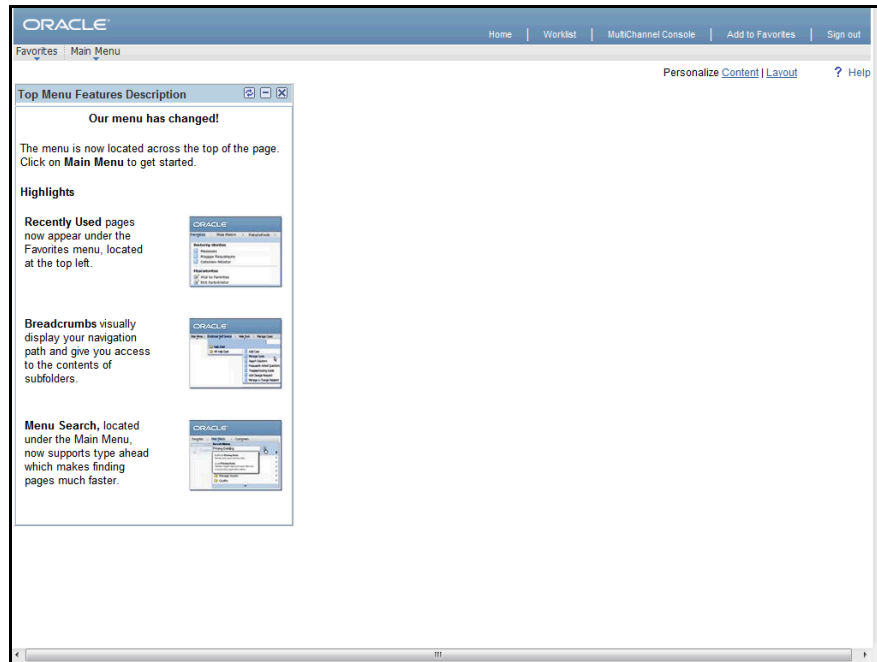
Grant payments will be loaded into GEARS from the MD State Treasury interface. You will need to review the payment transaction for the grant. A query will be provided to identify the payments which are specific for Grants.



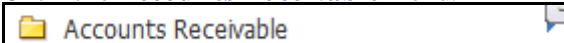

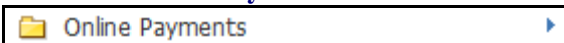

After completing this topic, you will be able to:

- Review the grant payments transmitted from the Maryland State Treasury Interface
- View the deposit control and grant payment information

Procedure

In this topic, you will learn to review grant payment.




Step	Action
1.	Begin by navigating to the Regular Deposit page. Click the Main Menu button. 
2.	Click the Menu sort button. 
3.	Click the Accounts Receivable menu. 
4.	Click the Payments menu. 
5.	Click the Online Payments menu. 
6.	Click the Regular Deposit menu. 

Training Guide

AR240 - Managing Customer Billing, Receivables and Customer Payments - DBF



Step	Action
7.	<p>The Regular Deposit - Find an Existing Value page displays. Use this page to enter search criteria.</p> <p>Click the Look up Deposit Unit (Alt+5) button.</p> 



Step	Action
8.	The Look Up Deposit Unit search page displays. Click the JUD36 link. JUD36
9.	The Regular Deposit - Find an Existing Value search page displays. Click the Search button. Search
10.	Click the Deposit ID 112 link. 112

Training Guide

AR240 - Managing Customer Billing, Receivables and Customer Payments - DBF

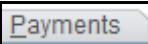


The screenshot shows the Oracle Express Deposit page. The top navigation bar includes 'File', 'Edit', 'View', 'Favorites', 'Tools', and 'Help'. Below the navigation bar, there are tabs for 'Totals', 'Payments', and 'Action'. The 'Payments' tab is selected. The page displays the following information:

- Unit: JUD36, Deposit ID: 112, View Audit Log
- *Accounting Date: 12/14/2012
- *Bank: BOA
- *Account: 36, 00000003938704459
- *Deposit Type: ACH
- Control Currency: USD, Format Currency: USD, Rate Type: CRRNT, Exchange Rate: 1.00000000
- Control Totals:

Control:	40,536.98	*Count:	1
Entered:	40,536.98		1
Difference:	0.00		0
Posted:	0.00		0
Journalled:	0.00		0
- Control Data:

*Received:	12/14/2012
*Entered:	12/14/2012
Posted:	
Assigned:	debbie.seipp
User:	debbie.seipp

Step	Action
11.	<p>The Express Deposit page displays.</p> <p>Click the Payments tab.</p> 
12.	<p>The Regular Deposit - Payments page.</p> <p>Review the Payment ID and amount from the ach file.</p>
13.	<p>You have successfully completed the <i>Reviewing Grant Payment</i> topic.</p> <p>You have learned to:</p> <ul style="list-style-type: none"> - review grant payment <p>End of Procedure.</p>

3.6.2 Applying Payment to Invoice

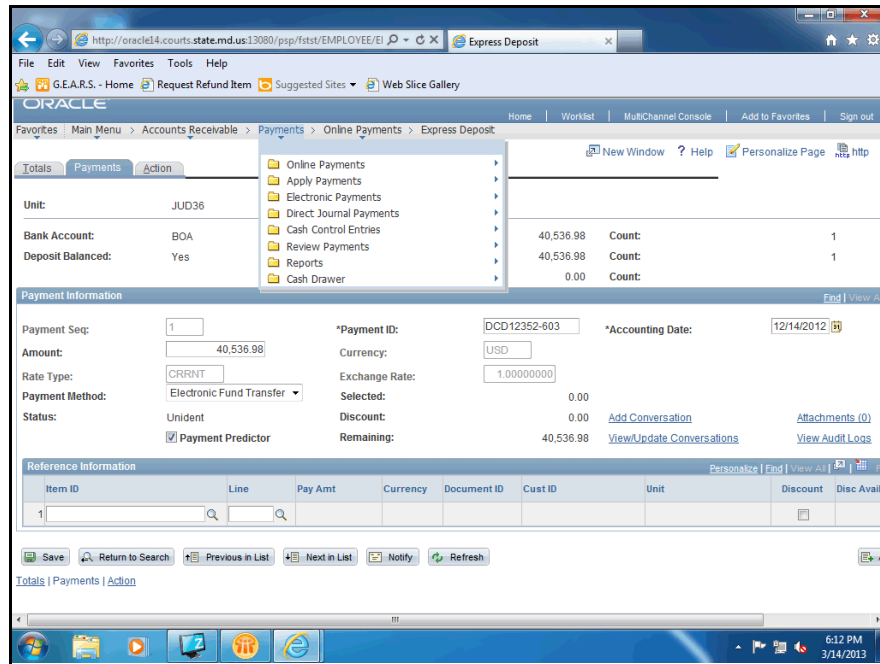
A payment worksheet is created in GEARS after the grant payment has been reviewed. Then, apply the payment to an open grant invoice for the customer.



After completing this topic, you will be able to:

- Create a payment worksheet for a grant payment that has been reviewed
- Apply the payment to an open invoice for a customer

Procedure

In this topic, you will learn to apply payment to invoice.



Step	Action
1.	Begin by navigating to the Payment Worksheet page. Click the Apply Payments menu. <div>  Apply Payments </div>
2.	Click the Create Worksheet menu. <div>  Create Worksheet </div>

Training Guide

AR240 - Managing Customer Billing, Receivables and Customer Payments - DBF



Create Payment Worksheet

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an existing payment

Search Criteria

Deposit Unit:

Deposit ID:

Payment Sequence:

Payment ID:

Payment Status:

User ID:

Assigned Operator ID:

Payment Predictor Method:

Accounting Date:

☐ Case Sensitive

[Basic Search](#)

Step	Action
3.	The Create Payment Worksheet page displays. Click the JUD36 object. JUD36
4.	Click the Search button. Search



GEARS

General Enterprise And Resource Support

Training Guide AR240 - Managing Customer Billing, Receivables and Customer Payments - DBF

Payment Worksheet Selection

Deposit Unit: JUD36 Payment ID: DCD12352-603 ☒ Payment Predictor
Deposit ID: 112 Payment Amount: 40,536.98 USD
Deposit Status: None Applied Payment Status: Identified

Customer Criteria

Customer Criteria: Customer Items
Customer Reference: Customer ID: [] Business Unit: []
Name: []
Remit SetID: [] Remit From ID: []
Corporate SetID: [] Corporate ID: []
MICR ID: [] Link MICR

Reference Criteria

Reference Criteria: None
Restrict to: All Customers
Match Rule: Exact Match
[Detail Reference](#)
[Item Status](#)

Item Reference

Qual Code: [] Reference: [] To Reference: []


Item Inclusion Options

☒ All Items ☐ Deduction Items Only ☐ Items in Dispute Only
☐ Exclude Deduction Items ☐ Exclude Collection Items ☐ Exclude Dispute Items

Worksheet Action

Created at: [] Items: 0

Worksheet Selection [Worksheet Application](#) [Worksheet Action](#)

Step	Action
5.	The Payment Worksheet Selection page displays. Click the Look up Customer ID (Alt+5) button. 

Look Up Customer ID

Customer ID: begins with []
Short Name: begins with []
Name 1: begins with []
Credit Analyst: begins with []
Remit From Customer: begins with []
Ship To Customer: begins with []
Corporate Customer: begins with []
City: begins with []
State: begins with []
Postal Code: begins with []

[Basic Lookup](#)

Search Results

View 100

SetID	Customer ID	Short Name	Name 1	Name 2	Alternate Credit Name 1	Analyst	Collector	Remit From Customer	Ship To Customer
SHARE 1000000001	AnnArundOM		Anne Arundel Office Management	(blank)	(blank)	DEFAULT	DEFAULT	1000000001	Y
SHARE 1000000002	test333		test customer 333	(blank)	(blank)	DEFAULT	DEFAULT	1000000002	N
SHARE 1000000003	OTC222Tst1		OTC222_TestCust1_DR	(blank)	(blank)	DEFAULT	DEFAULT	1000000003	Y
SHARE 1000000004	OTC222Tst2		OTC222_TestCust2_DR	(blank)	(blank)	DEFAULT	DEFAULT	1000000004	Y
SHARE 1000000005	Michelle G		Michelle Gunter	(blank)	(blank)	DEFAULT	DEFAULT	1000000005	Y
SHARE 1000000006	OTC232CUS1		OTC232_TestCust1	(blank)	(blank)	DEFAULT	DEFAULT	1000000006	Y
SHARE 1000000007	OTC232CUS2		OTC232_CUST2	(blank)	(blank)	DEFAULT	DEFAULT	1000000007	Y
SHARE 1000000008	DEFERRED P		DEFERRED PAYMENT CUSTOMER	(blank)	(blank)	DEFAULT	DEFAULT	1000000008	Y
SHARE 1000000009	DEFER-TWO		DEFERRED TWO	(blank)	(blank)	DEFAULT	DEFAULT	1000000009	Y
SHARE 1000000010	Local Cust		Local Customer-eacrow 111	(blank)	(blank)	DEFAULT	DEFAULT	1000000010	N

Training Guide

AR240 - Managing Customer Billing, Receivables and Customer Payments - DBF



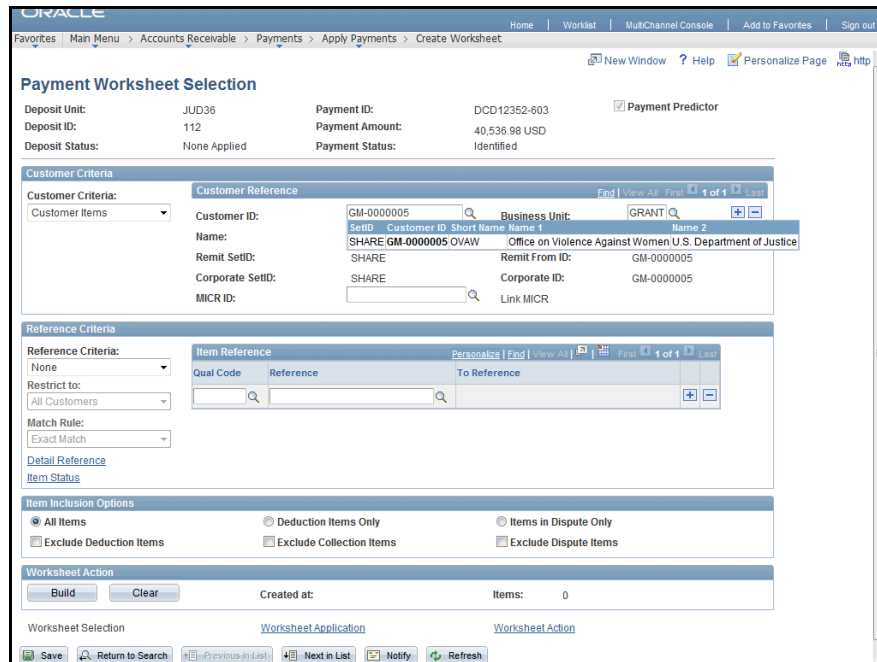
GEARS

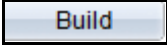

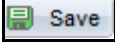

General Enterprise And Resource Support

Step	Action
6.	<p>The Look Up Customer ID page displays.</p> <p>Click the AnnArundOM hyperlink.</p> <p>AnnArundOM</p>

SetID	Customer ID	Short Name	Name 1	Name 2	Alternate Name 1	Credit Analyst	Collector	Remit From Customer	Ship To Customer
SHARE 1000000001	AnnArundOM		Anne Arundel Office Management	(blank)	(blank)	DEFAULT	DEFAULT	1000000001	Y
SHARE 1000000002	test333		test customer 333	(blank)	(blank)	DEFAULT	DEFAULT	1000000002	N
SHARE 1000000003	OTC222Tst1		OTC222_TestCust1_DR	(blank)	(blank)	DEFAULT	DEFAULT	1000000003	Y
SHARE 1000000004	OTC222Tst2		OTC222_TestCust2_DR	(blank)	(blank)	DEFAULT	DEFAULT	1000000004	Y
SHARE 1000000005	Michelle G		Michelle Gunter	(blank)	(blank)	DEFAULT	DEFAULT	1000000005	Y
SHARE 1000000006	OTC232CUS1		OTC232_TestCust1	(blank)	(blank)	DEFAULT	DEFAULT	1000000006	Y
SHARE 1000000007	OTC232CUS2		OTC232_CUST2	(blank)	(blank)	DEFAULT	DEFAULT	1000000007	Y
SHARE 1000000008	DEFERRED P		DEFERRED PAYMENT CUSTOMER	(blank)	(blank)	DEFAULT	DEFAULT	1000000008	Y
SHARE 1000000009	DEFER-TWO		DEFERRED TWO	(blank)	(blank)	DEFAULT	DEFAULT	1000000009	Y
SHARE 1000000010	Local Cust		Local Customer- eacrow 111	(blank)	(blank)	DEFAULT	DEFAULT	1000000010	N
SHARE 1000000011	Escrow Loc		Escrow Local 222	(blank)	(blank)	DEFAULT	DEFAULT	1000000011	N
SHARE 1000000012	Burt Revne		Burt Reynolds	(blank)	(blank)	DEFAULT	DEFAULT	1000000012	Y
SHARE 1000000013	Escrow Cus		Escrow Customer 1	(blank)	(blank)	DEFAULT	DEFAULT	1000000013	N
SHARE 1000000014	John Doe L		John Doe Local Cust	(blank)	(blank)	DEFAULT	DEFAULT	1000000014	N
SHARE 1000000015	Corporate		Corporate Surety Customer 1	(blank)	(blank)	DEFAULT	DEFAULT	1000000015	Y
SHARE 1000000022	NEW		Jane Doe	(blank)	(blank)	DEFAULT	DEFAULT	1000000022	N
SHARE CA-TEST	TEST CA DT		TEST CA EFFT	(blank)	(blank)	DEFAULT	DEFAULT	CA-TEST	Y
SHARE GM-00000001	SJI		State Justice Institute	(blank)	(blank)	DEFAULT	DEFAULT	GM-00000001	Y
SHARE GM-00000002	MHSO		Manland Highway Safety Office	(blank)	(blank)	DEFAULT	DEFAULT	GM-00000002	Y
SHARE GM-00000003	Governor's		STOP Violence Against Women	Gov Office of Crime Control & Prevention	(blank)	GM	GM	GM-00000003	Y
SHARE GM-00000004	Gov Office		Edward J. Byrne Justice Assist Grant Pom	Gov Office of Crime Control & Prevention	(blank)	DEFAULT	DEFAULT	GM-00000004	Y
SHARE GM-00000005	OVAW		Office on Violence Against Women	U.S. Department of Justice	(blank)	DEFAULT	DEFAULT	GM-00000005	Y
SHARE GM-00000006	BJA		Bureau of Justice Assistance	U.S. Department of Justice	(blank)	DEFAULT	DEFAULT	GM-00000006	Y
SHARE GM-00000007	CSEA		Child Support Enforcement Administration	State of Maryland	(blank)	DEFAULT	DEFAULT	GM-00000007	Y
SHARE GM-00000008	CSEA		Child Support Enforcement Administration	Office of Policy and Legislation	(blank)	DEFAULT	DEFAULT	GM-00000008	Y
SHARE GM-00000009	ACF Child		ACF Children's Bureau-Region III	U.S. Dept of Health and Human Services	(blank)	DEFAULT	DEFAULT	GM-00000009	Y
SHARE JUD01	AlleganyCC		Allegany County Circuit Court	(blank)	(blank)	01	01	JUD01	Y
SHARE JUD02	AnnArundCC		Anne Arundel County Circuit Court	(blank)	(blank)	02	02	JUD02	Y
SHARE JUD03	BaltCnCC		Baltimore County Circuit Court	(blank)	(blank)	03	03	JUD03	Y
SHARE JUD04	CalvertCC		Calvert County Circuit Court	(blank)	(blank)	04	04	JUD04	Y
SHARE JUD05	CarolineCC		Caroline County Circuit Court	(blank)	(blank)	05	05	JUD05	Y
SHARE JUD06	Carroll CC		Carroll County Circuit Court	(blank)	(blank)	DEFAULT	DEFAULT	JUD06	Y

Step	Action
7.	<p>The Search Results page displays.</p> <p>Click the GM-0000005 link.</p> <p>GM-0000005</p>



Step	Action
8.	The Payment Worksheet Selection page displays. Enter the Customer ID or select it from the look-up button, which will show all invoices for the combination of Business Unit and Customer . For this example, enter " GM-0000005 ".
9.	Click the Build button. 
10.	Click the Sel option. 
11.	Click the Save button. 
12.	Click the Worksheet Action link. 

Training Guide

AR240 - Managing Customer Billing, Receivables and Customer Payments - DBF



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Receivable > Payments > Apply Payments > Create Worksheet

New Window ? Help Personalize Page http

Payment Worksheet Action

Deposit Unit: JUD36 Deposit ID: 112 Payment ID: DCD12352-603

Entered Date: 12/14/2012 Status: Do Not Post

Worksheet Action

Delete Worksheet

Delete Payment Group

Posting Action

Action: Do Not Post OK

Accounting Entry Action

Create/Review Entries

Worksheet Selection Worksheet Application Worksheet Action

Save Return to Search Previous in List Next in List Notify

Step	Action
13.	<p>The Payment Worksheet Action page displays.</p> <p>Click the Action list.</p> <p>Do Not Post</p>
14.	<p>Click the Batch Standard list item.</p> <p>Batch Standard</p>
15.	<p>Click the OK button.</p> <p>OK</p>
16.	<p>Click the Save button.</p> <p>Save</p>
17.	<p>You have successfully completed the <i>Applying Payment to Invoice</i> topic.</p> <p>You have learned to:</p> <ul style="list-style-type: none"> - apply payment to invoice <p>End of Procedure.</p>

3.6.3 Running AR Update

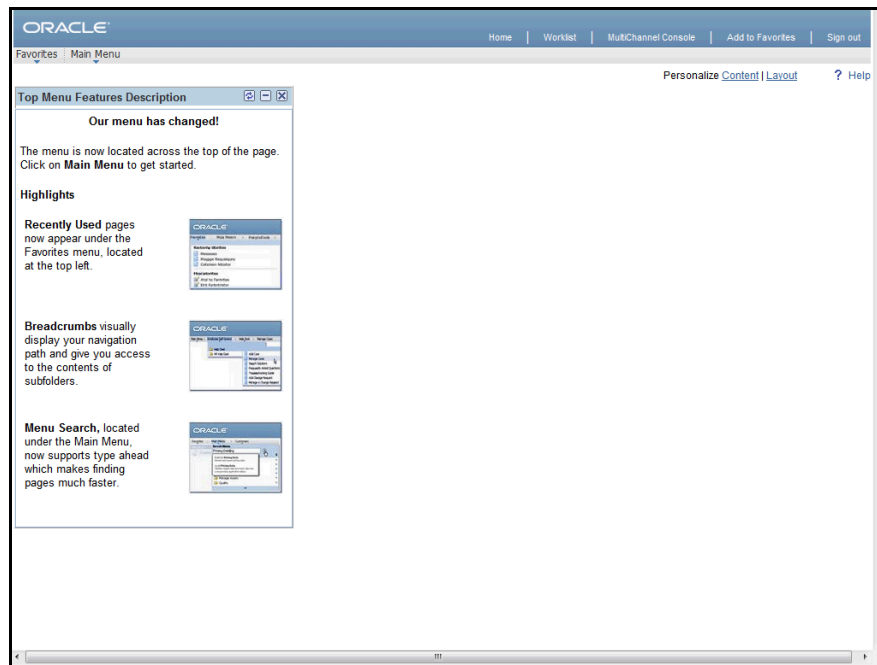
The AR Update process will post the payment to the customers account and match the payment to the open invoice. The Customers' open invoice status will be changed to Closed once the payment is posted.

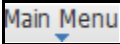

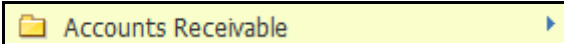
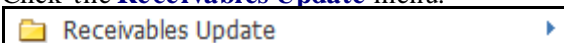
After completing this topic, you will be able to:

- Run the AR Update with a distribution status of "Posted"

Procedure

In this topic, you will learn to run the AR update.



Step	Action
1.	Begin by navigating to the Request Receivables Update . Click the Main Menu button. 
2.	Click the Menu sort button. 
3.	Click the Accounts Receivable menu. 
4.	Click the Receivables Update menu. 
5.	Click the Request Receivables Update menu. 

Training Guide

AR240 - Managing Customer Billing, Receivables and Customer Payments - DBF



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Receivable > Receivables Update > Request Receivables Update

New Window ? Help http

Request Receivables Update

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

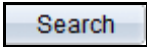

Run Control ID: begins with

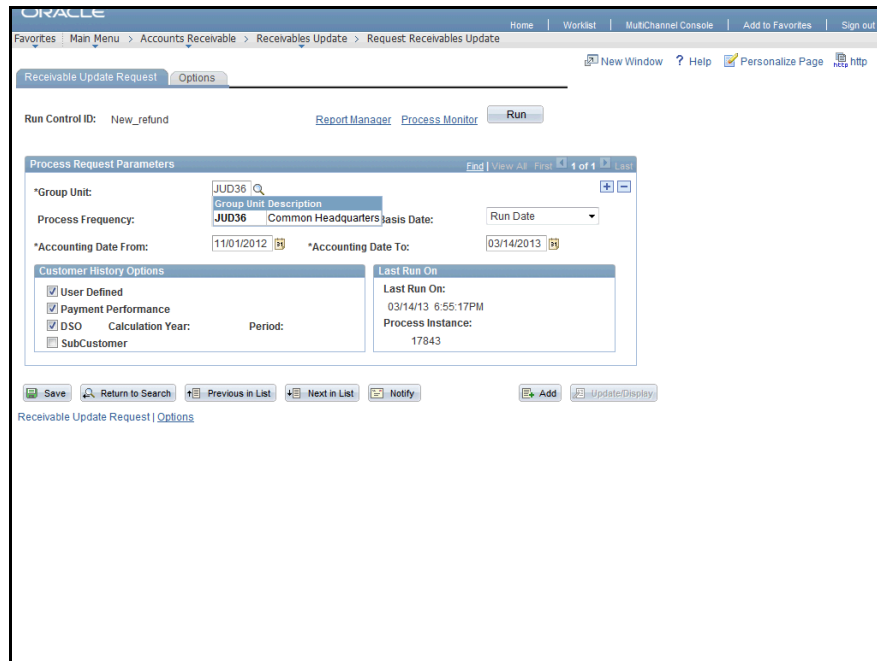
☐ Case Sensitive

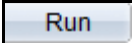
Search Clear Basic Search Save Search Criteria

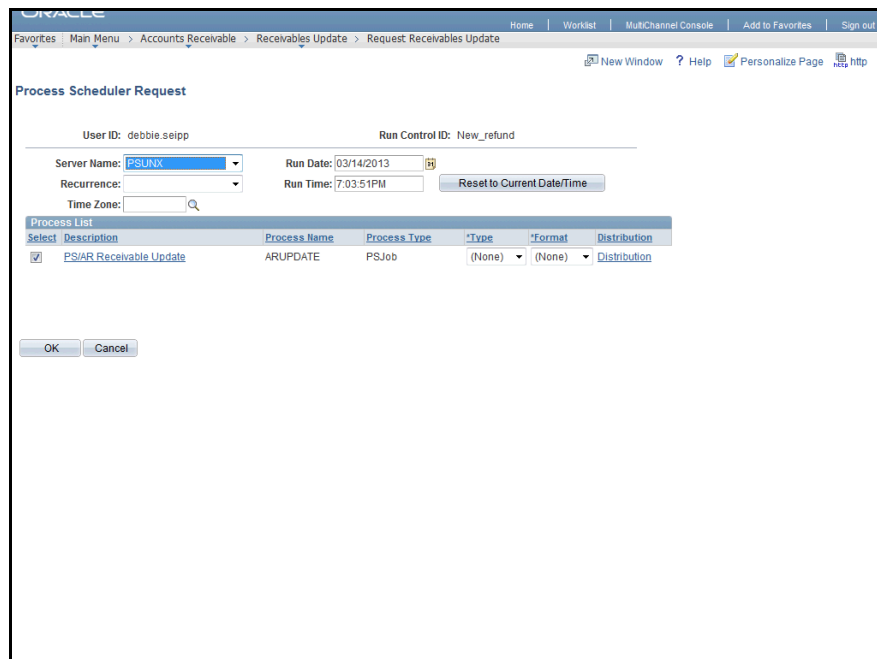
Find an Existing Value | Add a New Value

Main Content

Step	Action
6.	The Request Receivables Update search page displays. Click the Search button. 
7.	Click the New_refund link. 



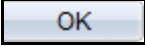


Step	Action
8.	<p>The Receivable Update Request page displays.</p> <p>Click the Run button.</p> 



Training Guide

AR240 - Managing Customer Billing, Receivables and Customer Payments - DBF



Step	Action
9.	The Process Scheduler Request page displays. Click the OK button. 
10.	Click the Process Monitor link. 
11.	The Process List page displays. Click the Refresh button. 
12.	You have successfully completed the <i>Pruning AR Update</i> topic. You have learned to: - run the AR update End of Procedure.

3.6.4 Reviewing Customer Account

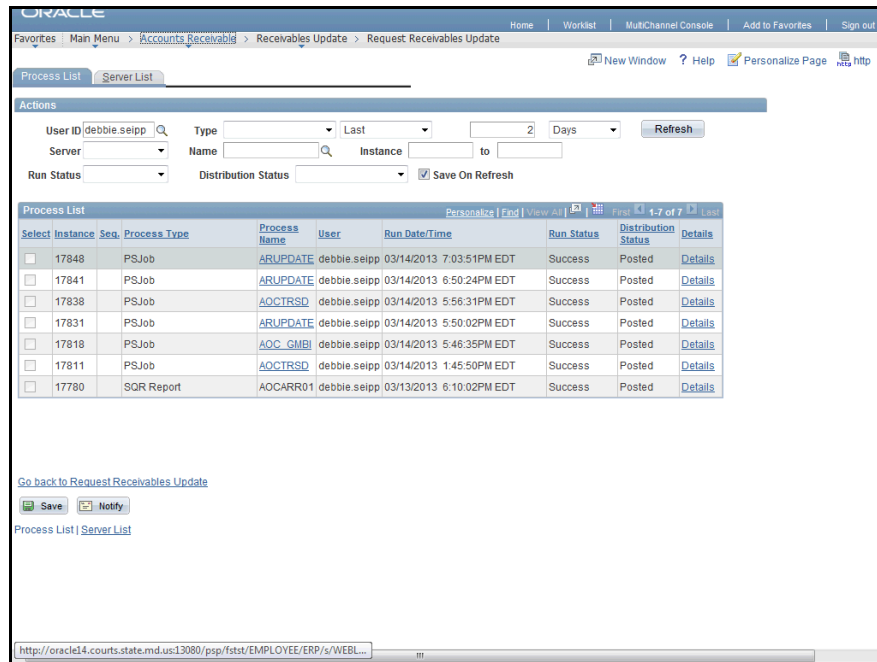
After grant payments have been applied, you will access the customer's account information and review the invoice status to ensure the payment and invoice amounts were matched. This should result in the invoice status being changed to Closed.

After completing this topic, you will be able to:

- Verify a payment applied in the amount of the Customer's open invoice
- Verify the item status will be 'Closed'



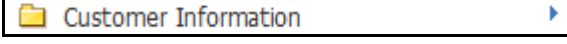
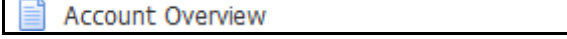
Procedure

In this topic, you will learn to review the customer account.



The screenshot shows the Oracle AR240 interface. The breadcrumb navigation is: Home > Worklist > MultiChannel Console > Add to Favorites > Sign out. The main menu is: Favorites > Main Menu > Accounts Receivable > Receivables Update > Request Receivables Update. The page title is "Request Receivables Update". The "Process List" tab is selected. The "Actions" section has a "Refresh" button. The "Process List" table has columns: Select, Instance, Seq, Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details. The table contains 7 rows of data. Below the table are links for "Go back to Request Receivables Update", "Save", and "Notify".

Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	17848		PSJob	ARUPDATE	debbie.seipp	03/14/2013 7:03:51PM EDT	Success	Posted	Details
<input type="checkbox"/>	17841		PSJob	ARUPDATE	debbie.seipp	03/14/2013 6:50:24PM EDT	Success	Posted	Details
<input type="checkbox"/>	17838		PSJob	AOCRRSD	debbie.seipp	03/14/2013 5:56:31PM EDT	Success	Posted	Details
<input type="checkbox"/>	17831		PSJob	ARUPDATE	debbie.seipp	03/14/2013 5:50:02PM EDT	Success	Posted	Details
<input type="checkbox"/>	17818		PSJob	AOC_GMB	debbie.seipp	03/14/2013 5:46:35PM EDT	Success	Posted	Details
<input type="checkbox"/>	17811		PSJob	AOCRRSD	debbie.seipp	03/14/2013 1:45:50PM EDT	Success	Posted	Details
<input type="checkbox"/>	17780		SDR Report	AOCARR01	debbie.seipp	03/13/2013 6:10:02PM EDT	Success	Posted	Details

Step	Action
1.	<p>Begin by navigating to the Account Overview.</p> <p>Click the Accounts Receivable button.</p> 
2.	<p>Click the Customer Accounts menu.</p> 
3.	<p>Click the Customer Information menu.</p> 
4.	<p>Click the Account Overview menu.</p> 

Training Guide

AR240 - Managing Customer Billing, Receivables and Customer Payments - DBF



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out



Favorites | Main Menu > Accounts Receivable > Customer Accounts > Customer Information > Account Overview

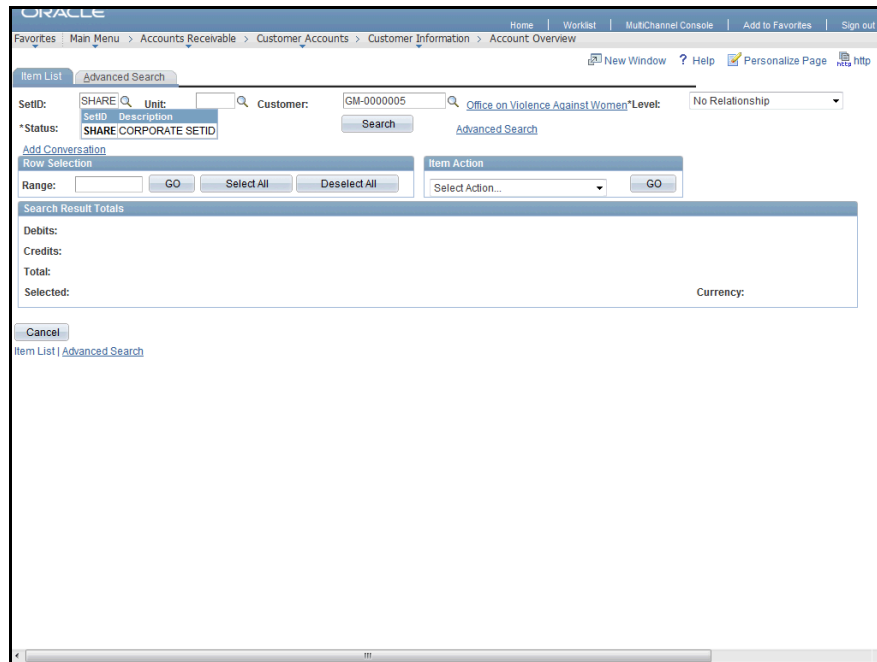
Balances | Profile | Customer Action | Customer Trend 1 | Customer Trend 2 | Customer Trend 3

New Window ? Help Personalize Page http

SetID: SHARE Unit: GRANT Customer: GM-0000005 Office on Violence Against Women* Level: No Relationship

Balances | Profile | SHARE CORPORATE SETID | Customer Trend 1 | Customer Trend 2 | Customer Trend 3

Step	Action
5.	The Account Overview - Balances page displays. Click the Search button. 
6.	Click the Search button. 



Step	Action
7.	The Account Overview - Item List page displays. Click the Status list. SHARE CORPORATE
8.	Click the All list item. All
9.	Click the Search button. Search
10.	Click the 1000000093 link. 1000000093

Training Guide

AR240 - Managing Customer Billing, Receivables and Customer Payments - DBF



Oracle AR240 - Managing Customer Billing, Receivables and Customer Payments - DBF

Unit: GRANT Customer: [GSM-00000005](#) Office on Violence Against Women

Item ID: 1000000093 Line: Days Late: 4 Status: Closed

Accounting Date: 12/10/2012 Balance: 0.00 USD Billing Unit: GRANT [Detail](#)

Entry Type: IN Original Amount: 40,536.98 USD

Entry Reason: GRANT

AR Dist Info: AR

Discount Options

Due Date: 12/10/2012 Due Days: Discount Days: Terms: IMMED Show Item Detail Discount Amount: Discount Amount 1: Always Allow Discount As Of Date: 12/10/2012 Posted: 03/14/2013

Payment/Draft Options

Payment Method: Check Draft Type: Direct Debit Profile ID: Preapproved? Create Document? One Item per Draft?

Customer Relations

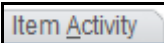
Dispute Dispute Amount: Deduction Doubtful Collection Analyst: DEFAULT Default Credit Analyst Collector: DEFAULT Default Collector AR Specialist:

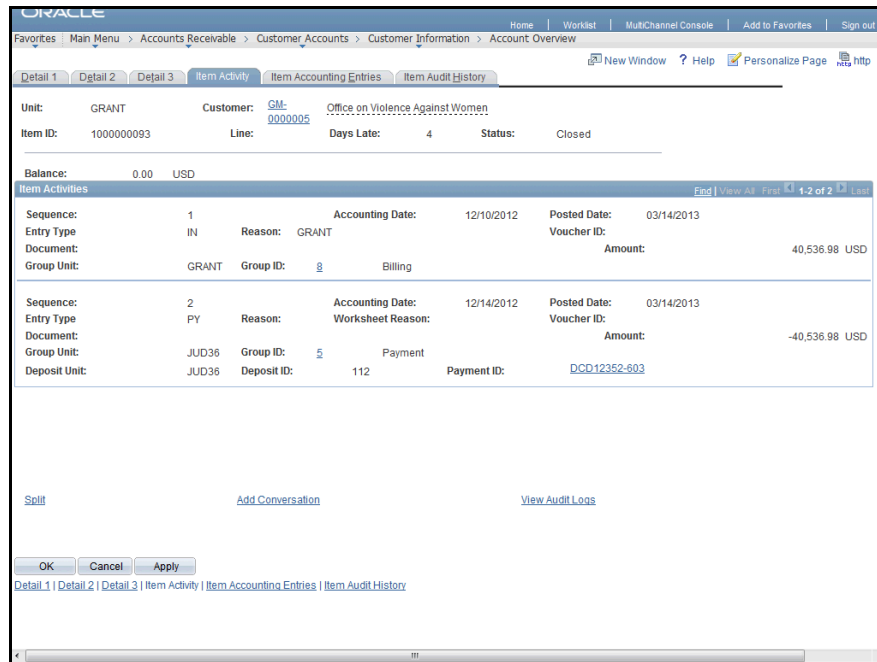
Other Options

Revaluation Flag Available for Netting

AOC Custom Data

Surety Customer: Case #/Citation #: District Location: G001 Treasury Code: Address Location: Cash Register ID: Receipt#: Case Type:

Step	Action
11.	The Account Overview - Detail 1 page displays. Review the information on this page.
12.	Click the Item Activity tab. 



Oracle AR240 - Managing Customer Billing, Receivables and Customer Payments - DBF

Unit: GRANT Customer: CM-00000005 Office on Violence Against Women

Item ID: 1000000093 Line: Days Late: 4 Status: Closed

Balance: 0.00 USD

Item Activities

Sequence	Entry Type	Reason	Accounting Date	Posted Date	Voucher ID	Amount
1	IN	GRANT	12/10/2012	03/14/2013		40,536.98 USD
Document: GRANT Group Unit: GRANT Group ID: Billing						
2	PY	Worksheet Reason:	12/14/2012	03/14/2013		-40,536.98 USD
Document: JUD36 Group Unit: JUD36 Group ID: Payment Payment ID: DCD12352-603						

Split Add Conversation View Audit Logs

OK Cancel Apply

Detail 1 | Detail 2 | Detail 3 | Item Activity | Item Accounting Entries | Item Audit History

Step	Action
13.	<p>The Item Activity page displays.</p> <p>Notice the status is Closed.</p>
14.	<p>You have successfully completed the <i>Review Customer Account</i> topic.</p> <p>You have learned to:</p> <ul style="list-style-type: none"> - review a customer account <p>End of Procedure.</p>

Lesson 4: Recording Revenue via Direct Journal

Lesson Overview

Recording revenue via direct journal will be used for those locations that need to record revenue manually and do not utilize the BUS interface. Revenue will be entered as a regular deposit and then will be allocated to various PCA/Objects utilizing the Direct Journal page. A FAR Report will be available to validate the data entered as well as provide backup for the deposit. Finally, the entries will be marked as complete so they can be loaded to the General Ledger and made eligible for transmission on the daily TRN File.

Lesson Objectives

After completing this lesson, you will be familiar with:

- Entering Revenue Deposits

Training Guide

AR240 - Managing Customer Billing, Receivables and Customer Payments - DBF



- Allocating Revenue
- Generating the FAR report
- Marking a Payment as "Complete"
- Editing a Direct Journal

4.1 Entering Revenue Deposits

In this topic, you will enter a Regular Deposit to record the revenue/daily deposits in Accounts Receivable. The Direct Journal Payment is a balanced entry (debits = credits).

The payment recorded in the previous topic will be entered as a Direct Journal to create accounting entries.



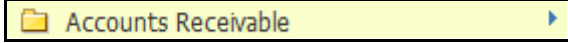



Each Court or Business Unit will enter a Revenue Deposit for each Deposit Ticket or Treasury Code.

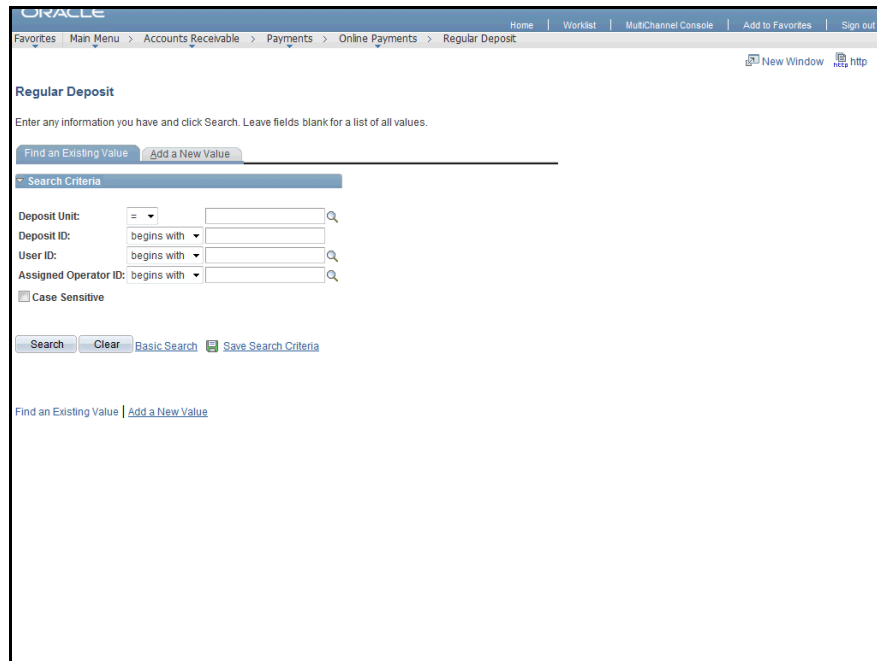
After completing this topic, you will be able to:

- Create a deposit
- Create a payment
- Generate a Deposit ID.

Procedure

In this topic, you will create a revenue deposit.

Step	Action
1.	Navigate to the Regular Deposit page. Click the Main Menu button. 
2.	Click the Menu not sorted. Click to sort in ascending order. button. 
3.	Click the Accounts Receivable menu. 
4.	Click the Payments menu. 
5.	Click the Online Payments menu. 
6.	Click the Regular Deposit menu. 



Oracle
Favorites | Main Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit

Regular Deposit

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

Deposit Unit: [dropdown] [text] [search icon]

Deposit ID: [dropdown] [text] [search icon]

User ID: [dropdown] [text] [search icon]

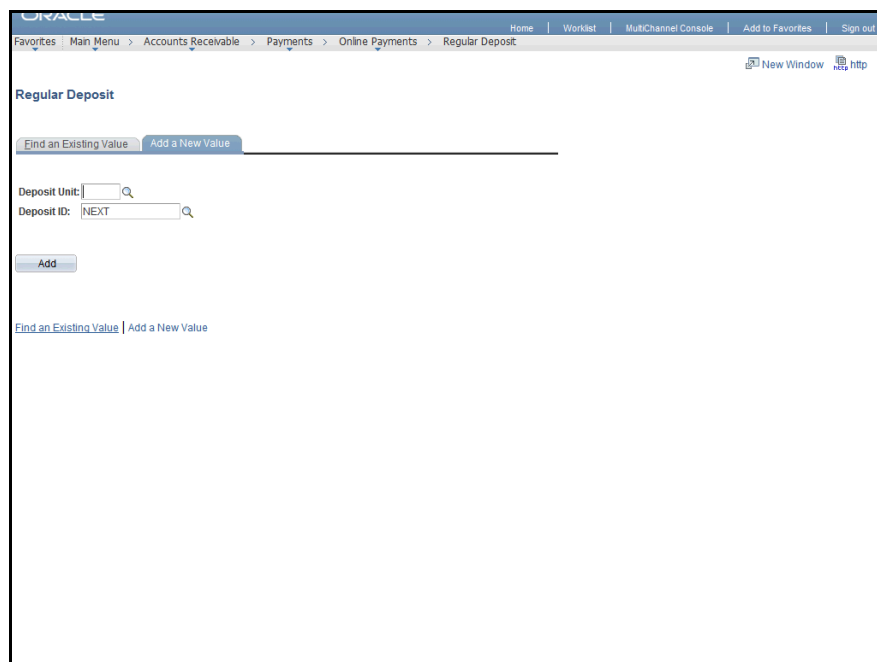
Assigned Operator ID: [dropdown] [text] [search icon]

☐ Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

Find an Existing Value | Add a New Value

Step	Action
7.	<p>The Regular Deposit search page displays.</p> <p>Click the Add a New Value tab.</p> <p>Add a New Value</p>



Oracle
Favorites | Main Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit

Regular Deposit

Find an Existing Value | Add a New Value

Deposit Unit: [text] [search icon]

Deposit ID: NEXT [search icon]

Add

Find an Existing Value | Add a New Value

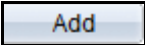
Training Guide

AR240 - Managing Customer Billing, Receivables and Customer Payments - DBF



GEARS


General Enterprise And Resource Support

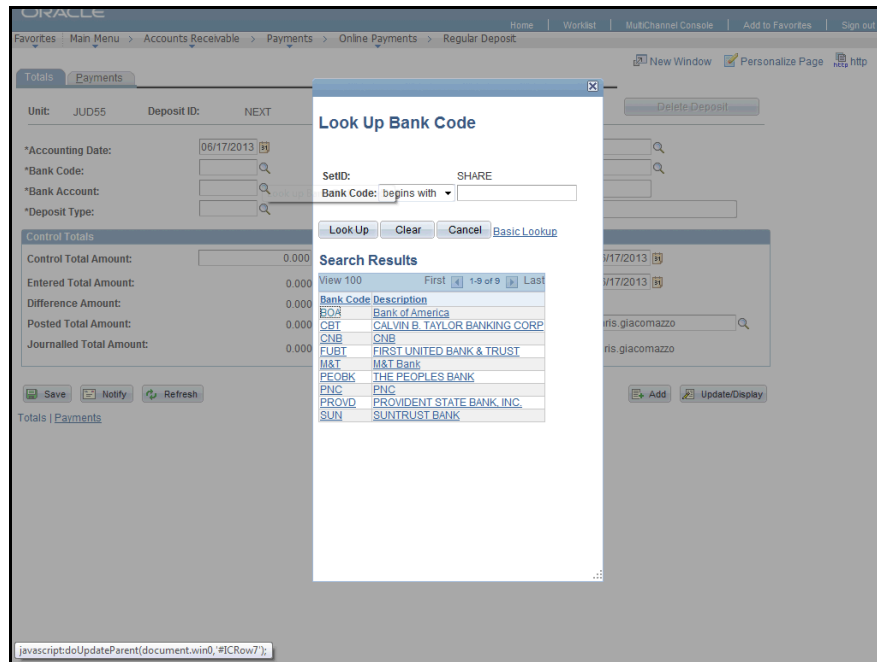
Step	Action
8.	The Add a New Value tab displays. Enter the Business Unit into the Deposit Unit field such as " JUD55 ".
9.	Click the Add button. 


Oracle AR240 Regular Deposits - Totals page. The page displays the following information:

- Unit:** JUD55, **Deposit ID:** NEXT
- *Accounting Date:** 06/17/2013
- *Bank Code:** (empty)
- *Bank Account:** (empty)
- *Deposit Type:** (empty)
- Control Currency:** (empty)
- Format Currency:** (empty)
- Rate Type:** (empty)
- Exchange Rate:** (empty)
- Control Totals:**
 - Control Total Amount: 0.000, *Count: 0
 - Entered Total Amount: 0.000, Count: 1
 - Difference Amount: 0.000, Count: -1
 - Posted Total Amount: 0.000, Count: 0
 - Journalled Total Amount: 0.000, Count: 0
- Control Data:**
 - *Received: 06/17/2013
 - *Entered: 06/17/2013
 - Posted: (empty)
 - Assigned: chris.giacomazzo
 - User: chris.giacomazzo

Buttons at the bottom: Save, Notify, Refresh, Add, Update/Display.

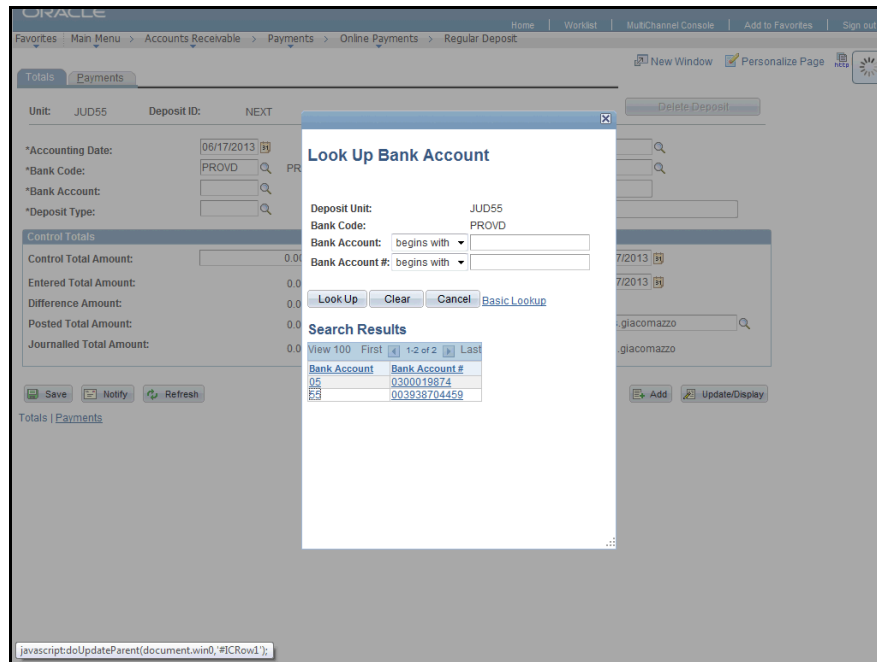
Step	Action
10.	The Regular Deposits - Totals page displays. Click the Look up Bank Code button. 


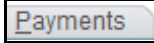


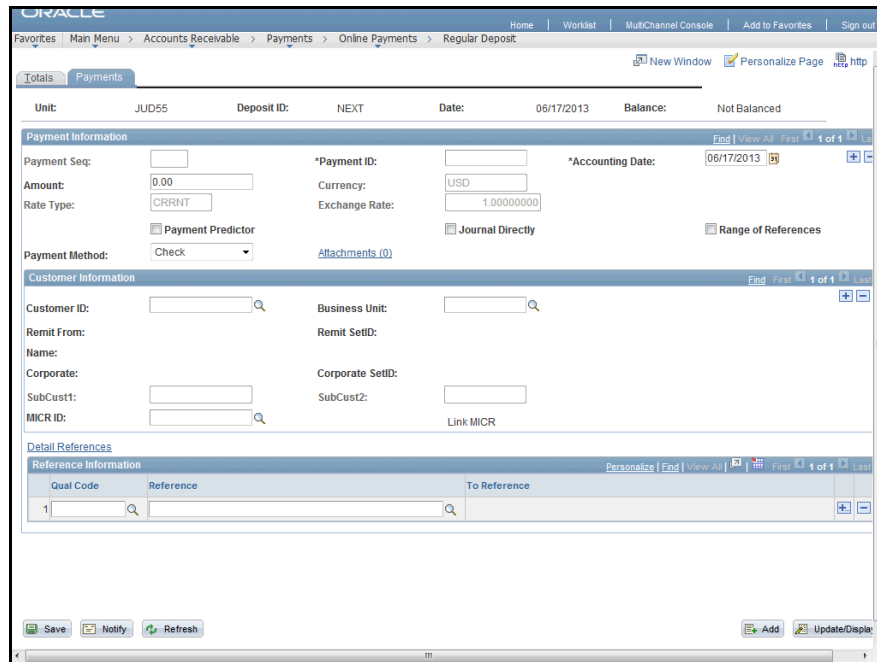
Step	Action
11.	<p>The Look Up Bank Code window displays.</p> <p>Find the Bank where the selected business unit deposits their revenue.</p> <p>Click the PROVIDENT STATE BANK, INC. link.</p> <p><u>PROVIDENT STATE BANK, INC.</u></p>
12.	<p>Click the Look up Bank Account button.</p> <p></p>

Training Guide

AR240 - Managing Customer Billing, Receivables and Customer Payments - DBF



Step	Action
13.	<p>The Look Up Bank Account window displays.</p> <p>Find the bank account which equals the last 2 positions for the county (If a county of 55 and 55E appear, do not select the one with 'E').</p> <p>Click the 55 link.</p> 
14.	Enter the desired information into the Control Currency field. Enter " USD ".
15.	Enter the total amount of the deposit into the Control Total Amount field. For this example, enter " 100 ".
16.	Enter the desired information into the Count field. Enter " 1 ".
17.	<p>Click the Payments tab.</p> 



Step	Action
18.	<p>The Regular Deposit - Payments tab displays.</p> <p>Enter the Treasury Code into the Payment ID field. For this example, enter "000001".</p> <p>Note: The Treasury Code will default to the Line Reference for transmission to GAD in the daily TRAN file.</p>
19.	Enter the total deposit amount into the Amount field.
20.	<p>Click the Payment Predictor option so it is unchecked.</p> <p><input checked="" type="checkbox"/> Payment Predictor</p>
21.	<p>Click the Journal Directly option.</p> <p><input type="checkbox"/> Journal Directly</p>
22.	<p>Click the Save button.</p> <p><input type="button" value="Save"/></p>
23.	<p>You have successfully completed the <i>Entering Revenue Deposits</i> topic.</p> <p>You have learned how to:</p> <ul style="list-style-type: none"> - Enter a revenue deposit <p>End of Procedure.</p>

Training Guide

AR240 - Managing Customer Billing, Receivables and Customer Payments - DBF



4.2 Allocating Revenue



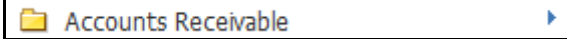

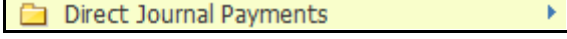
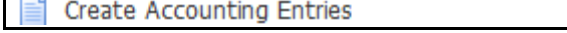
Revenue entered as a deposit must be manually allocated to the various PCA/Objects utilizing the Direct Journal Accounting Entries page. The total of the allocations must balance back to the deposit, and require a treasury code to ensure the transactions are properly transmitted on the Daily TRN File. The intention is to enter a unique Direct Journal row for line from the Certificate of Deposit from the register. Therefore the FAR report will look the same as the CD report.

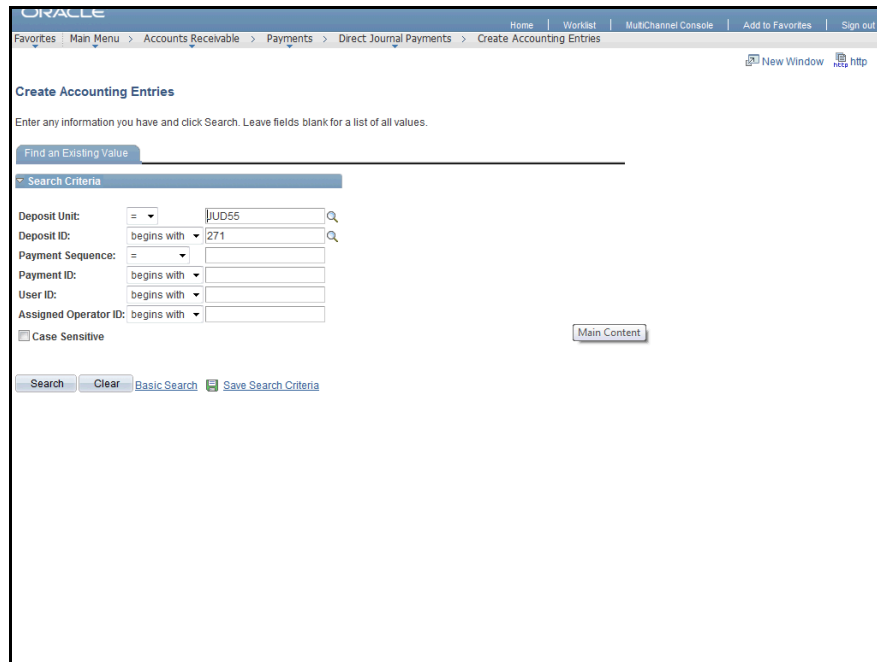
After completing this topic, you will be able to:

- Create a Direct Journal for the Direct Journal Payment.

Procedure

In this topic, you will learn how to allocate revenue.

Step	Action
1.	Navigate to the Create Accounting Entries page. Click the Main Menu button. 
2.	Click the Menu not sorted. Click to sort in ascending order. button. 
3.	Click the Accounts Receivable menu. 
4.	Click the Payments menu. 
5.	Click the Direct Journal Payments menu. 
6.	Click the Create Accounting Entries menu. 



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Receivable > Payments > Direct Journal Payments > Create Accounting Entries

New Window http

Create Accounting Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Deposit Unit: = JUD55

Deposit ID: begins with 271

Payment Sequence: =

Payment ID: begins with

User ID: begins with

Assigned Operator ID: begins with

☐ Case Sensitive

Main Content

Search Clear Basic Search Save Search Criteria

Step	Action
7.	<p>The Creating Accounting Entries search page displays.</p> <p>Verify that the Deposit Unit and Deposit ID fields defaulted to the correct values.</p> <p>Click the Search button.</p> <p>Search</p>

Training Guide

AR240 - Managing Customer Billing, Receivables and Customer Payments - DBF



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Receivable > Payments > Direct Journal Payments > Create Accounting Entries

Accounting Entries | Deposit Control

Unit: JUD55 Deposit ID: 271 Payment: 000001 Seq: 1

Amount: 100.00 USD

Complete Entry Event:

Distribution Lines

CharFields | Currency Details | Budget | Journal Reference Information

*GL Unit	Speed Type	Ref	Line Amount	Batch Agy	PCA	Fund	*Account	Program	Approp Number	Approp Yr
1 MDJUD	Speed Type									

Total

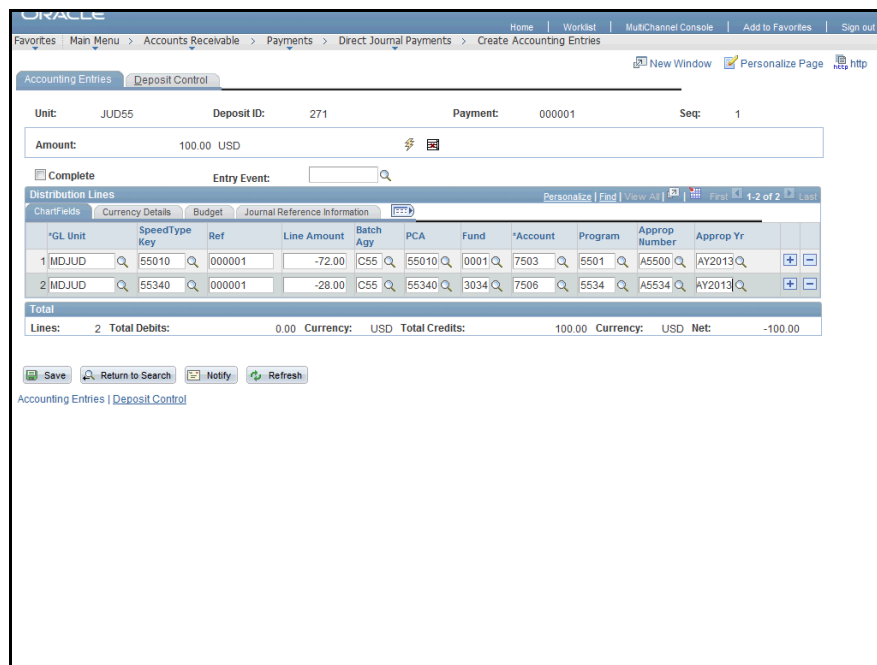
Lines: 0 Total Debits: 0.000 Currency: Total Credits: 0.000 Currency: Net: 0.000

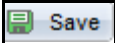
Save Return to Search Notify Refresh

Accounting Entries | Deposit Control

Step	Action
8.	<p>The Accounting Entries page displays.</p> <p>Click the Speed Type button.</p> <p>Speed Type</p>
9.	<p>Enter the 2 position county code into the SpeedType Key field. All choices beginning with this code will be displayed.</p> <p>Select the first PCA you are entering for this day's revenue.</p>
10.	<p>Click the Refresh button.</p> <p>Refresh</p>
11.	<p>Enter the desired amount for the first PCA/Object into the Line Amount field.</p> <p>Note: Amount is entered as a <i>credit</i>.</p>
12.	Enter the desired information into the Account field. Enter " 7503 ".
13.	Enter the desired information into the Approp Yr field. Enter " AY2013 ".
14.	<p>Click the Add a new row at row 1 button.</p> <p>+</p>
15.	<p>Click the Speed Type button.</p> <p>Speed Type</p>
16.	<p>Enter the 2 position County Code into the SpeedType Key field.</p> <p>Select from the list of PCA's.</p>

Step	Action
17.	Enter the amount into the Line Amount field. Note: Credit indicator.
18.	Enter the desired object into the Account field. Enter " 7506 ".
19.	Enter the desired information into the Approp Yr field. Enter " AY2013 ".
20.	Continue to add rows until each unique row is recorded and adds to the total deposit.



Step	Action
21.	Click the Save button. 
22.	You have successfully completed the <i>Allocating Revenue</i> topic. You have learned how to: - allocate revenue lines End of Procedure.

4.3 Generating the FAR Report

The FAR Report stands for **Funds Allocation Report**. Local Accounting personnel will use the FAR to review summarized accounting entries by PCA and Object prior to finalizing the Direct Journal while there is still an opportunity to make adjustments prior to posting.

Training Guide

AR240 - Managing Customer Billing, Receivables and Customer Payments - DBF



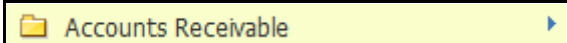


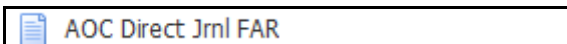


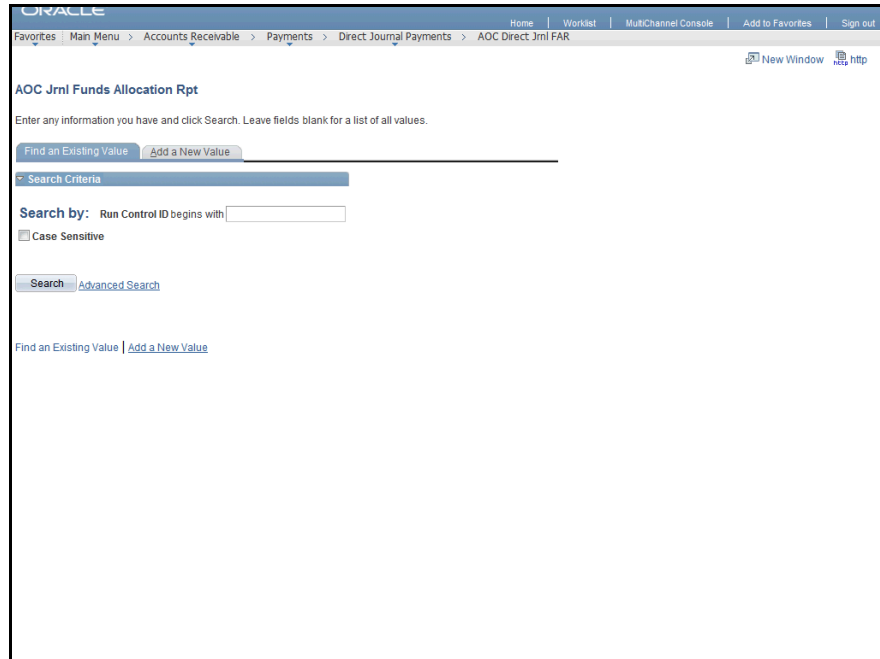
After completing this topic, you will be familiar with how to:

- Generate the FAR Report
- Match allocation totals following Local Accounting's guidelines and business processes

Procedure

In this topic, you will generate the FAR report.

Step	Action
1.	Navigate to the FAR Report page. Click the Main Menu button. 
2.	Click the Menu not sorted. Click to sort in ascending order. button. 
3.	Click the Accounts Receivable menu. 
4.	Click the Payments menu. 
5.	Click the Direct Journal Payments menu. 
6.	Click the AOC Direct Jrnl FAR menu. 



Oracle
Favorites | Main Menu > Accounts Receivable > Payments > Direct Journal Payments > AOC Direct Jrnl FAR

AOC Jrnl Funds Allocation Rpt

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

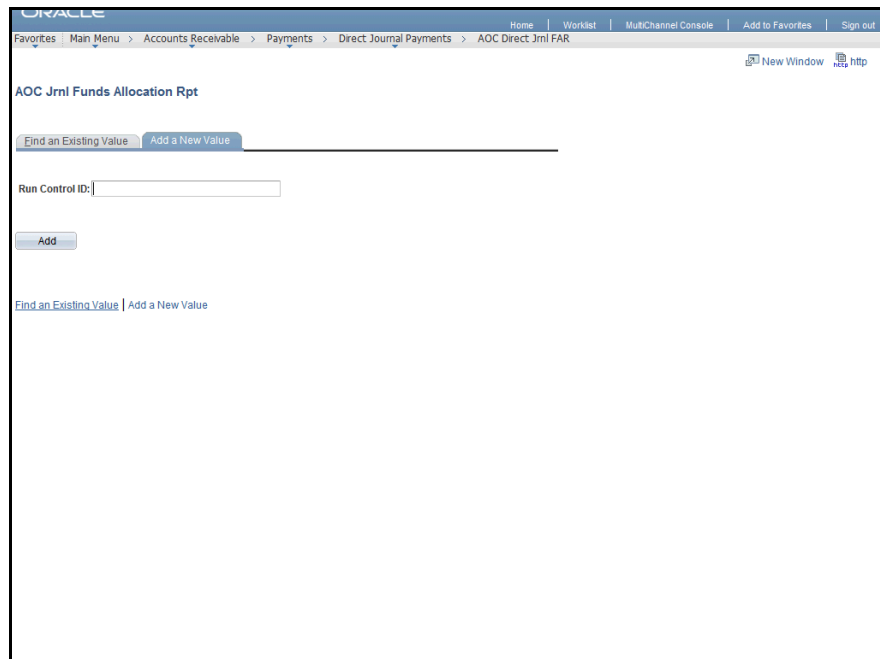
Search by: Run Control ID begins with

☐ Case Sensitive

Search | Advanced Search

Find an Existing Value | Add a New Value

Step	Action
7.	<p>The AOC Jrnl Funds Allocation Rpt search page displays.</p> <p>Click the Add a New Value tab.</p> <p>Add a New Value</p>



Oracle
Favorites | Main Menu > Accounts Receivable > Payments > Direct Journal Payments > AOC Direct Jrnl FAR

AOC Jrnl Funds Allocation Rpt

Find an Existing Value | Add a New Value

Run Control ID:

Add

Find an Existing Value | Add a New Value

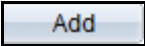




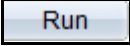
Training Guide

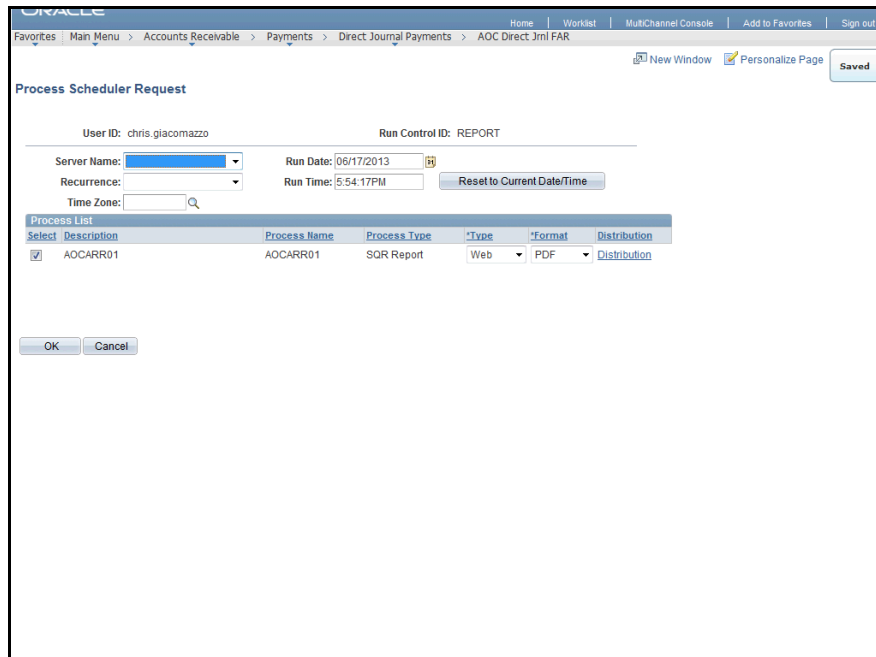
AR240 - Managing Customer Billing, Receivables and Customer Payments - DBF



GEARS

General Enterprise And Resource Support

Step	Action
8.	The Add a New Value tab displays. Enter the desired information into the Run Control ID field. Enter " REPORT ".
9.	Click the Add button. 
10.	The FAR Report page displays. Click the Business Unit list. 
11.	Click the JUD55 list item. 
12.	Click the (Optional) Business Unit list. 
13.	Click the JUD55 list item. 
14.	Enter the desired Z-Date into the Run Date From field.
15.	Enter the desired Z-Date into the Run Date To field.
16.	Click the Run button. 



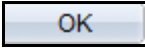

Oracle Process Scheduler Request

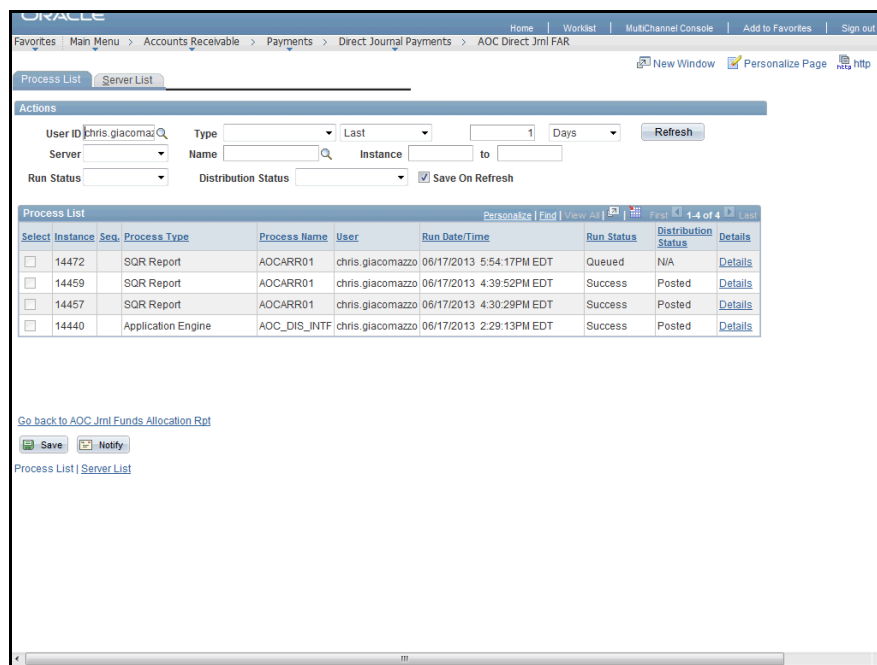
User ID: chris.giacomazzo Run Control ID: REPORT

Server Name: [dropdown] Run Date: 06/17/2013 [calendar icon]
 Recurrence: [dropdown] Run Time: 5:54:17PM [Reset to Current Date/Time]
 Time Zone: [dropdown]

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	AOCARR01	AOCARR01	SQR Report	Web	PDF	Distribution

OK Cancel

Step	Action
17.	<p>The Process Scheduler Request page displays.</p> <p>Click the OK button.</p> 
18.	<p>Click the Process Monitor link.</p> 



Oracle Process Scheduler - Process List

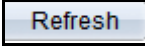

Search filters: User ID (chris.giacomazzo), Type, Last, Days, Server, Name, Instance, Run Status, Distribution Status, Save On Refresh.

Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	14472		SQR Report	AOCARR01	chris.giacomazzo	06/17/2013 5:54:17PM EDT	Queued	N/A	Details
<input type="checkbox"/>	14459		SQR Report	AOCARR01	chris.giacomazzo	06/17/2013 4:39:52PM EDT	Success	Posted	Details
<input type="checkbox"/>	14457		SQR Report	AOCARR01	chris.giacomazzo	06/17/2013 4:30:29PM EDT	Success	Posted	Details
<input type="checkbox"/>	14440		Application Engine	AOC_DIS_INTF	chris.giacomazzo	06/17/2013 2:29:13PM EDT	Success	Posted	Details

Go back to AOC JmI Funds Allocation Rpt

Save Notify

Process List | [Server List](#)

Step	Action
19.	<p>The Process List displays.</p> <p>Click the Refresh button.</p> 
20.	<p>Click the Details link once the Run Status reads Success and the Distribution Status reads Posted.</p> 

Training Guide

AR240 - Managing Customer Billing, Receivables and Customer Payments - DBF



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Receivable > Payments > Direct Journal Payments > AOC Direct Jml FAR

New Window | Personalize Page | http

Process Detail

Process	
Instance 14472	Type SQR Report
Name AOCARR01	Description AOCARR01
Run Status Success	Distribution Status Posted

Run	Update Process
Run Control ID REPORT	<input type="radio"/> Hold Request
Location Server	<input type="radio"/> Queue Request
Server PSUNIX	<input type="radio"/> Cancel Request
Recurrence	<input type="radio"/> Delete Request
	<input type="radio"/> Restart Request

Process Detail

Date/Time	Actions
Request Created On 06/17/2013 5:54:21PM EDT	Parameters Transfer
Run Anytime After 06/17/2013 5:54:17PM EDT	Message Log
Began Process At 06/17/2013 5:54:42PM EDT	Batch Timings
Ended Process At 06/17/2013 5:54:56PM EDT	View Log/Trace

OK Cancel

Step	Action
21.	<p>The Process Detail page displays.</p> <p>Click the View Log/Trace link.</p> <p>View Log/Trace</p>

ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Receivable > Payments > Direct Journal Payments > AOC Direct Jml FAR

New Window | Personalize Page | http

View Log/Trace

Report	
Report ID: 10766	Process Instance: 14472 Message Log
Name: AOCARR01	Process Type: SQR Report
Run Status: Success	

AOCARR01

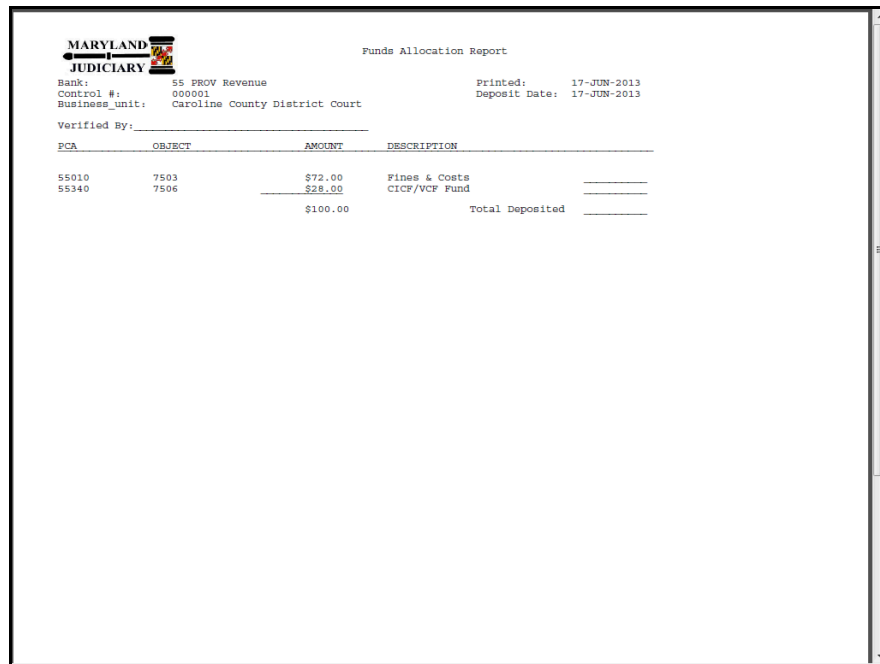
Distribution Details	
Distribution Node: PSUNIX	Expiration Date: 06/24/2013

File List		
Name	File Size (bytes)	Datetime Created
SQR_AOCARR01_14472.log	1,559	06/17/2013 5:54:56.853814PM EDT
aocarr01_14472.pdf	10,866	06/17/2013 5:54:56.853814PM EDT
aocarr01_14472.pdf	745	06/17/2013 5:54:56.853814PM EDT

Distribute To	
Distribution ID Type	*Distribution ID
User	chris.giacomazzo

Return

Step	Action
22.	Click the aocarr01_14472.PDF link. aocarr01_14472.PDF



MARYLAND JUDICIARY Funds Allocation Report

Bank: 55 PROV Revenue Printed: 17-JUN-2013
Control #: 000001 Deposit Date: 17-JUN-2013
Business Unit: Caroline County District Court

Verified By: _____

PCA	OBJECT	AMOUNT	DESCRIPTION
55010	7503	\$72.00	Fines & Costs
55340	7506	\$28.00	CICF/VCF Fund
		\$100.00	Total Deposited

Step	Action
23.	The Generated FAR Report displays. Review the information. Confirm that the Business Unit, Bank and Allocations are correct.
24.	You have successfully completed the <i>Generating the FAR Report</i> topic. You have learned how to: - run the FAR report End of Procedure.

4.4 Marking a Payment as "Complete"

The steps included in this topic make the deposit entered in the previous topic available for journal generator to pick up to record in GL.

After completing this topic, you be able to:

- Mark a payment as "complete"

Training Guide

AR240 - Managing Customer Billing, Receivables and Customer Payments - DBF

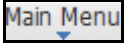

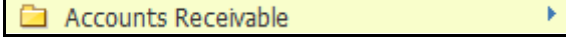





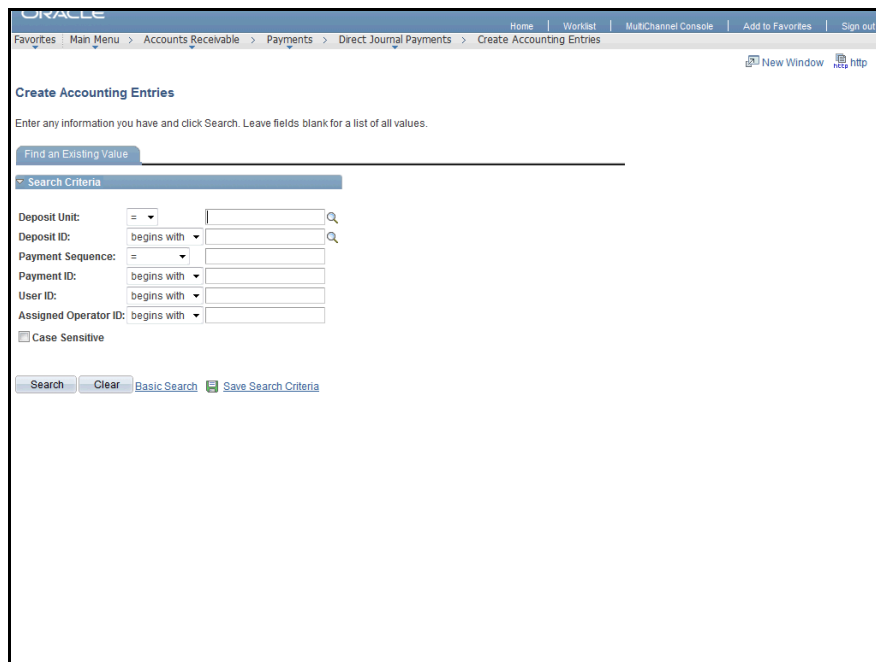
GEARS

General Enterprise And Resource Support

Procedure

In this topic, you will create a payment and mark it as "complete".

Step	Action
1.	Navigate to the Create Accounting Entries page. Click the Main Menu button. 
2.	Click the Menu not sorted. Click to sort in ascending order. button. 
3.	Click the Accounts Receivable menu. 
4.	Click the Payments menu. 
5.	Click the Direct Journal Payments menu. 
6.	Click the Create Accounting Entries menu. 



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Receivable > Payments > Direct Journal Payments > Create Accounting Entries

New Window http

Create Accounting Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Deposit Unit: = [] Q

Deposit ID: begins with [] Q

Payment Sequence: = []

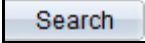
Payment ID: begins with []

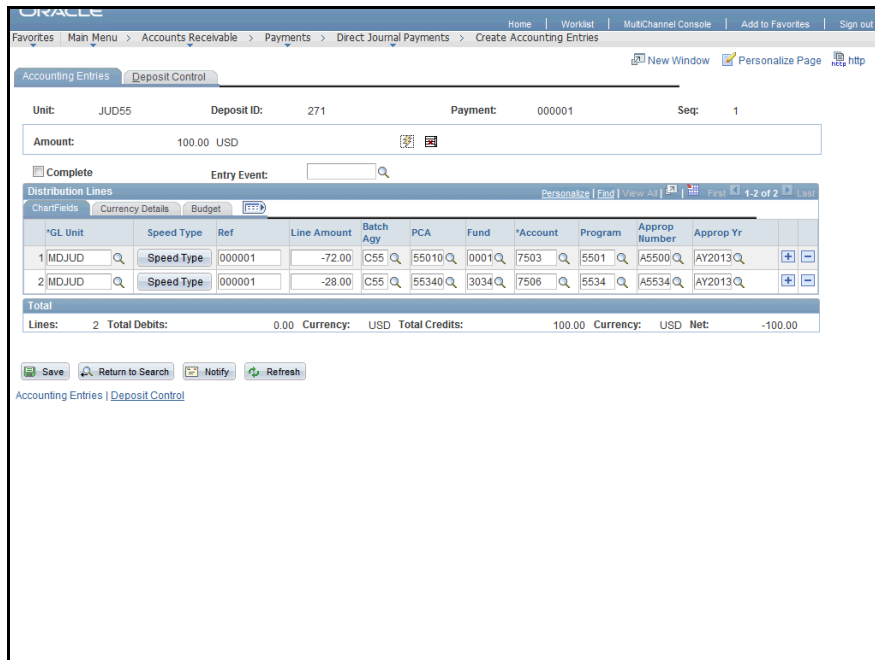
User ID: begins with []



Assigned Operator ID: begins with []

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Step	Action
7.	<p>The Create Accounting Entries search page displays.</p> <p>Enter the desired county's Business Unit into the Deposit Unit field. Enter "JUD55".</p>
8.	<p>Click the Search button.</p> 



Step	Action
9.	<p>The Accounting Entries page displays.</p> <p>Verify that the lines you previously created are accurate.</p> <p>Click the Create button.</p> 
10.	<p>Click the View All link.</p> 

Training Guide

AR240 - Managing Customer Billing, Receivables and Customer Payments - DBF



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Receivable > Payments > Direct Journal Payments > Create Accounting Entries

Accounting Entries | Deposit Control

Unit: JUD55 Deposit ID: 271 Payment: 000001 Seq: 1

Amount: 100.00 USD

☐ Complete Entry Event:


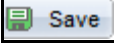
Distribution Lines

GL Unit	Speed Type	Ref	Line Amount	Batch Agy	PCA	Fund	Account	Program	Approp Number	Approp Yr
1 MDJUD	Speed Type	000001	-72.00 C55	55010	0001	7503	5501	A5500	AY2013	
2 MDJUD	Speed Type	000001	-28.00 C55	55340	3034	7506	5534	A5534	AY2013	
3 MDJUD	Speed Type		100.00 C55		0001	2001				
4 MDJUD	Speed Type		-28.00		0001	2402				
5 MDJUD	Speed Type	000001	28.00		3034	2602				

Total

Lines: 5 Total Debits: 128.00 Currency: USD Total Credits: 128.00 Currency: USD Net: 0.00

Accounting Entries | Deposit Control

Step	Action
11.	<p>Verify that the Debits are equal to the Credits in your accounting lines.</p> <p>Click the Complete option.</p> 
12.	<p>Click the Save button.</p> 
13.	<p>You have successfully completed the <i>Marking a Payment as "Complete"</i> topic.</p> <p>You have learned how to:</p> <ul style="list-style-type: none"> - mark a payment as complete - verify your payment accounting lines <p>End of Procedure.</p>

4.5 Editing a Direct Journal



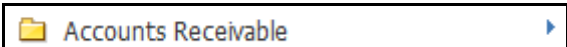

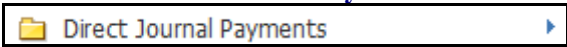

Once you have marked a payment as "complete," if you need to make adjustments to it, you can do so via the following procedure.

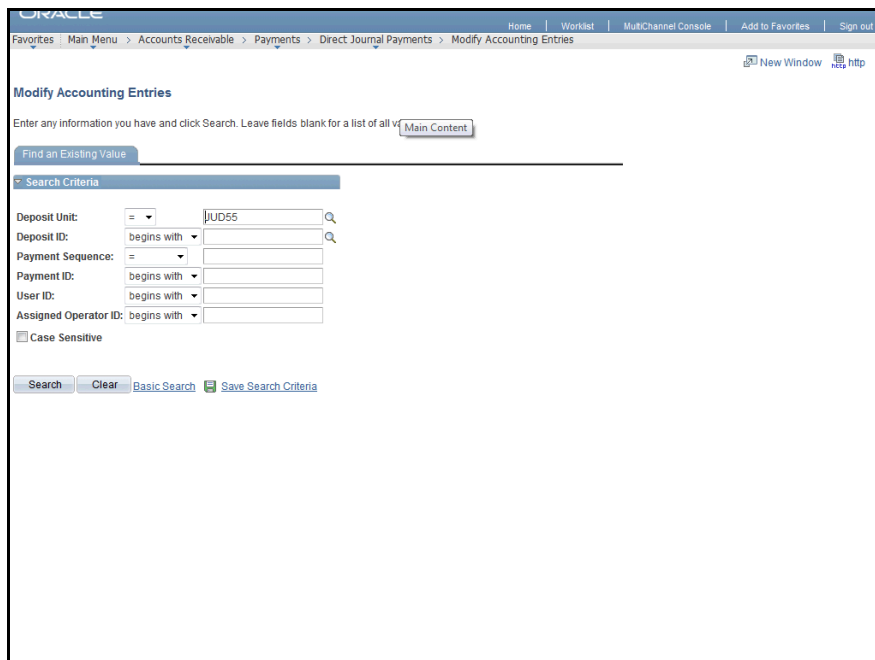
After completing this topic, you will know how to:

- Edit a direct journal payment

Procedure

In this topic, you will edit the direct payment journal you previously created.

Step	Action
1.	Navigate to the Accounting Entries page. Click the Main Menu button. 
2.	Click the Menu not sorted. Click to sort in ascending order. button. 
3.	Click the Accounts Receivable menu. 
4.	Click the Payments menu. 
5.	Click the Direct Journal Payments menu. 
6.	Click the Create Accounting Entries menu. 



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Receivable > Payments > Direct Journal Payments > Modify Accounting Entries

New Window http

Modify Accounting Entries

Enter any information you have and click Search. Leave fields blank for a list of all v Main Content

Find an Existing Value

Search Criteria

Deposit Unit: = JUD55

Deposit ID: begins with

Payment Sequence: =

Payment ID: begins with

User ID: begins with

Assigned Operator ID: begins with

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

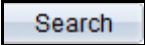
Training Guide

AR240 - Managing Customer Billing, Receivables and Customer Payments - DBF



GEARS

General Enterprise And Resource Support

Step	Action
7.	<p>The Modify Accounting Entries search page displays.</p> <p>Click the Search button.</p> 

Oracle AR240 - Modify Accounting Entries

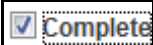
Unit: JUD55 Deposit ID: 271 Payment: 000001 Seq: 1

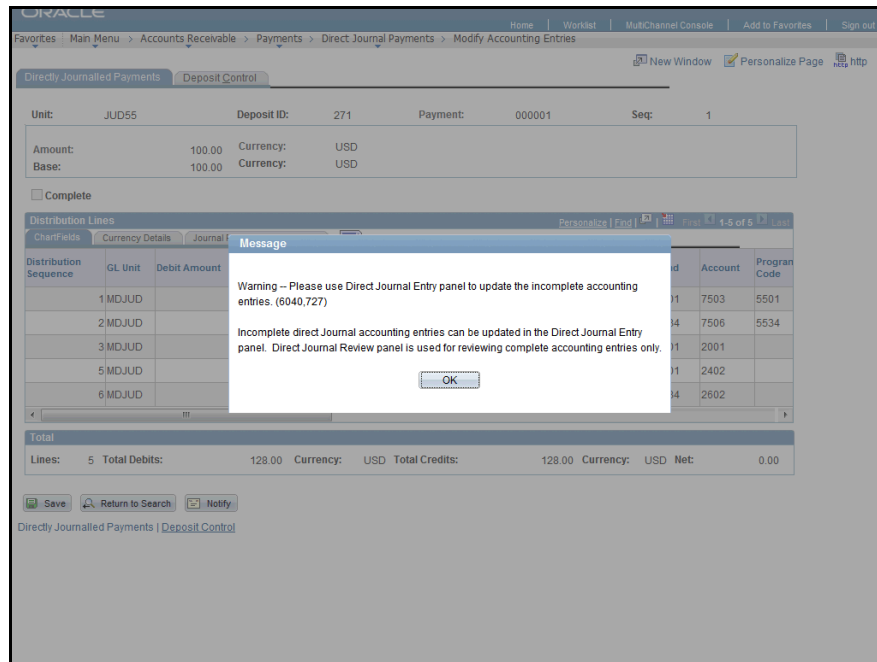
Amount: 100.00 Currency: USD
Base: 100.00 Currency: USD

☒ Complete

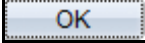
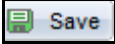
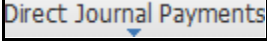

Distribution Sequence	GL Unit	Debit Amount	Credit Amount	Line Amount	Foreign Currency	Batch Agy	Program Cost Account	Fund	Account	Program Code
1	MDJUD			-72.00	USD	C55	55010	0001	7503	5501
2	MDJUD			-28.00	USD	C55	55340	3034	7506	5534
3	MDJUD			100.00	USD	C55		0001	2001	
5	MDJUD			-28.00	USD			0001	2402	
6	MDJUD			28.00	USD			3034	2602	

Total
Lines: 5 Total Debits: 128.00 Currency: USD Total Credits: 128.00 Currency: USD Net: 0.00

Step	Action
8.	<p>The Directly Journalled Payments page displays.</p> <p>Click the Complete option to deselect it.</p> 



The screenshot shows the Oracle AR240 interface. At the top, there's a navigation bar with 'Home', 'Worklist', 'MultiChannel Console', 'Add to Favorites', and 'Sign out'. Below this, the breadcrumb trail is 'Accounts Receivable > Payments > Direct Journal Payments > Modify Accounting Entries'. The main area is titled 'Directly Journalled Payments' and 'Deposit Control'. It displays fields for Unit (JUD55), Deposit ID (271), Payment (000001), and Seq (1). Below these, it shows Amount (100.00) and Base (100.00) in USD. A 'Complete' checkbox is present. A 'Distribution Lines' table is visible with columns for Distribution Sequence, GL Unit, and Debit Amount. A 'Message' dialog box is open in the center, displaying a warning: 'Warning -- Please use Direct Journal Entry panel to update the incomplete accounting entries. (6040,727)'. The message also states: 'Incomplete direct Journal accounting entries can be updated in the Direct Journal Entry panel. Direct Journal Review panel is used for reviewing complete accounting entries only.' An 'OK' button is at the bottom of the message box. At the bottom of the interface, there's a 'Total' section showing Lines: 5, Total Debits: 128.00, Currency: USD, Total Credits: 128.00, Currency: USD, and Net: 0.00. There are also buttons for 'Save', 'Return to Search', and 'Notify'.

Step	Action
9.	Click the OK button. 
10.	Click the Save button. 
11.	Click the Direct Journal Payments button. 
12.	Click the Create Accounting Entries menu. 

Training Guide

AR240 - Managing Customer Billing, Receivables and Customer Payments - DBF



ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Receivable > Payments > Direct Journal Payments > Create Accounting Entries

Accounting Entries | Deposit Control

Unit: JUD55 Deposit ID: 271 Payment: 000001 Seq: 1

Amount: 100.00 USD

Complete Entry Event:

Distribution Lines


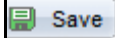
GL Unit	Speed Type	Ref	Line Amount	Batch Aggr	PCA	Fund	Account	Program	Approp Number	Approp Yr
1 MDJUD	Speed Type	000001	-72.00 C55		55010	0001	7503	5501	A5500	AY2013
2 MDJUD	Speed Type	000001	-28.00 C55		55340	3034	7506	5534	A5534	AY2013

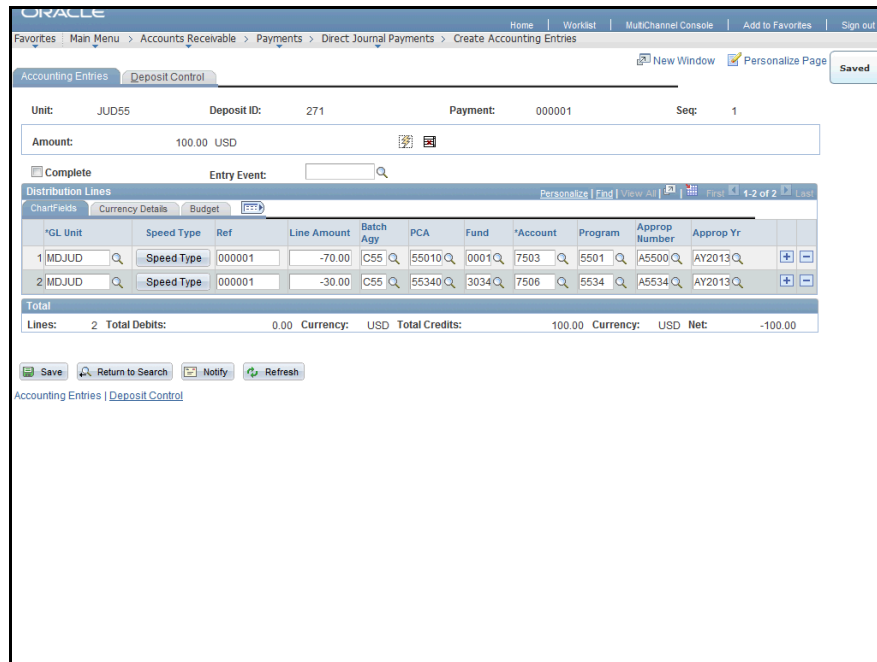
Total




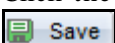
Lines: 5 Total Debits: 128.00 Currency: USD Total Credits: 128.00 Currency: USD Net: 0.00

Save Return to Search Notify Refresh

Accounting Entries | Deposit Control

Step	Action
13.	The Accounting Entries page displays. Click the Delete button. 
14.	Enter the correct amount into the Line Amount field. Enter " -70. ".
15.	Enter the correct amount into the Line Amount field. Enter " -30. ".
16.	Click the Save button. 



Step	Action
17.	<p>Using the View All Columns button, confirm the Treasury Code was accurately copied into the Line Reference field from the Payment ID field on the Deposit.</p> <p>If you have modified the journal lines then run another AOC Direct Jrnl FAR Report that represents the final Direct Journal.</p>
18.	<p>Once the FAR Report is final, click the Create button to create accounting entries.</p> 
19.	<p>Click the View All button.</p> 
20.	<p>Verify that the Debits are equal to the Credits in your accounting lines.</p> <p>Click the Complete option.</p> 
21.	<p>Click the Save button.</p> 
22.	<p>You have successfully completed the <i>Editing a Direct Journal</i> topic.</p> <p>You have learned how to:</p> <ul style="list-style-type: none"> - adjust a direct journal payment <p>End of Procedure.</p>

Training Guide

AR240 - Managing Customer Billing, Receivables and Customer Payments - DBF



Lesson 5: Processing Revenue Refunds

Lesson Overview:

Revenue Refunds will be processed through the Accounts Payable module as a Single Payment Voucher and a One Time Vendor. By use of this approach, regular vendors will not need to be setup, which is required when processed through the Receivables Refund process. The One Time Vendor will make use of 99-99-9999 which will not be sent to GAD for new vendor approval.

Lesson Objectives:

After completing this lesson, you will be familiar with:

- Processing Revenue Refunds

5.1 Processing Revenue Refunds

Revenue Refunds will be processed through the Accounts Payable module as a Single Payment Voucher and a One Time Vendor. By use of this approach, regular vendors will not need to be setup, which is required when processed through the Receivables Refund process. The One Time Vendor will make use of 99-99-9999 which will not be sent to GAD for new vendor approval.

Workflow for local court voucher entry has already been defined and will be utilized with this process also. The court AP specialist will enter the voucher, which will then be routed to the court Supervisor for approval. Upon approval of the Court Supervisor the voucher will then be routed to DBF where they will review the information for final processing to GAD.



The attachment of the Court Approved Refund document is available via the Single Pay Invoice. The Invoice number will be the Case Number when one exists. In this topic, you will learn how to process a revenue refund.



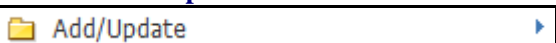
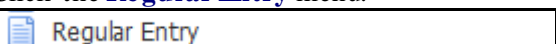
After completing this topic, you will be familiar with:

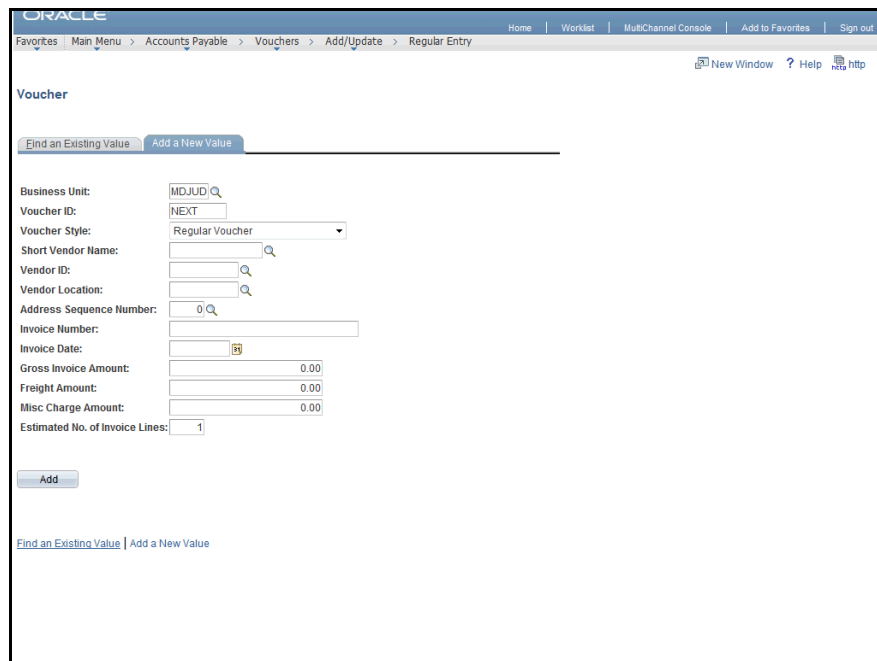
- Processing revenue refunds

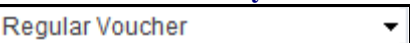
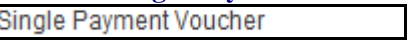

Procedure

In this topic, you will learn how to process a revenue refund.

Step	Action
1.	Begin by navigating to the Voucher page. Click the Main Menu button. 
2.	Click the Menu sort button. 

Step	Action
3.	Click the Accounts Payable menu. 
4.	Click the Vouchers menu. 
5.	Click the Add/Update menu. 
6.	Click the Regular Entry menu. 



Step	Action
7.	The Voucher search page displays. Click the Voucher Style list. 
8.	Click the Single Payment Voucher list item. 
9.	Enter the Case Number or pertinent information into the Invoice Number field, which will be included on the checkstub from the Maryland Comptroller. 
10.	Enter today's date into the Invoice Date field.

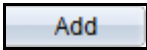
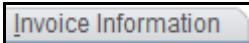
Training Guide


AR240 - Managing Customer Billing, Receivables and Customer Payments - DBF

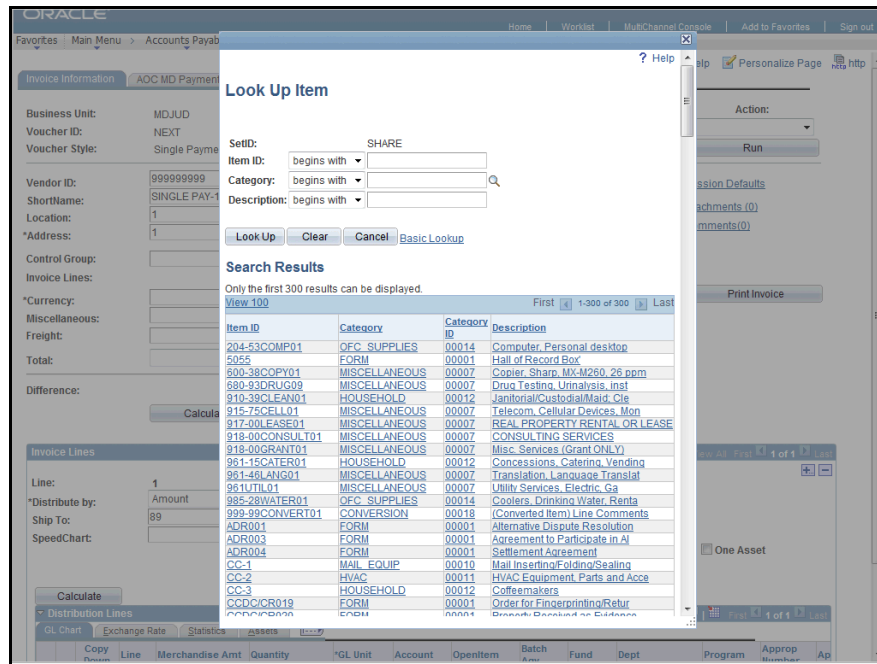


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Step	Action
11.	Enter the desired information into the Gross Invoice Amount field. Enter " 200 ".
12.	Click the Add button. 
13.	The Vendor Information - Single Payment Vendor tab displays. Enter the Vendor's name into the Name 1 field. Enter " John Doe ".
14.	Enter the desired address into the Address 1 field. Enter " 789 Main Street ". Note: At least one address line must be entered.
15.	Enter the desired city into the City field. Enter " Annapolis ".
16.	Enter the desired state into the State field. Enter " MD ".
17.	Enter the desired zip code into the Postal field. Enter " 21051 ".
18.	Click the Invoice Information tab. 

Step	Action
19.	The Invoice Information tab displays. Click the Look up Item button. 



Look Up Item

SetID: SHARE

Item ID: begins with

Category: begins with

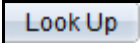


Description: begins with

Search Results

Only the first 300 results can be displayed.

View 100 First 1-300 of 300 Last

Item ID	Category	Category ID	Description
204-53COMP01	OFC SUPPLIES	00014	Computer, Personal desktop
5025	FORM	00001	Hall of Record Box
800-38COPY01	MISCELLANEOUS	00007	Copier, Sharp, MX-M260, 26 ppm
880-93DRUG09	MISCELLANEOUS	00007	Drug Testing, Urinalysis, Inst
910-39CLEAN01	HOUSEHOLD	00012	Janitorial/Custodial/Maid, Cla
915-75CELL01	MISCELLANEOUS	00007	Telecom, Cellular Devices, Mon
917-00LEASE01	MISCELLANEOUS	00007	REAL PROPERTY RENTAL OR LEASE
918-00CONSULT01	MISCELLANEOUS	00007	CONSULTING SERVICES
918-00GRANT01	MISCELLANEOUS	00007	Misc. Services (Grant ONLY)
951-15CATER01	HOUSEHOLD	00012	Concessions, Catering, Vending
951-46LANG01	MISCELLANEOUS	00007	Translation, Language Translat
951-UTIL01	MISCELLANEOUS	00007	Utility Services, Electric, Ga
985-28WATER01	OFC SUPPLIES	00014	Coolers, Drinking Water, Renta
999-99CONVERT01	CONVERSION	00018	(Converted Item) Line Comments
ADR001	FORM	00001	Alternative Dispute Resolution
ADR003	FORM	00001	Agreement to Participate in Al
ADR004	FORM	00001	Settlement Agreement
CC-1	MAIL EQUIP	00010	Mail Inserting/Folding/Sealing
CC-2	HVAC	00011	HVAC Equipment, Parts and Acca
CC-3	HOUSEHOLD	00012	Coffeemakers
CCDCICR019	FORM	00001	Order for Fingerprinting/Retur
CR001	FORM	00001	Grounds Gravel or Grubbing

Step	Action
20.	<p>The Look Up Item window displays.</p> <p>You may need to select the Contains list item in the Item ID search list to get the full list of items available.</p> <p>Enter the desired information into the Item ID field. Enter "refund".</p>
21.	<p>Click the Look Up button.</p> 
22.	<p>Click the REFUND-000 link.</p> 
23.	<p>Enter the desired information into the UOM field. Enter "ea".</p>
24.	<p>Enter the desired information into the Unit Price field. Enter "200".</p>
25.	<p>Enter the desired information into the Quantity field. Enter "1".</p>
26.	<p>Click the Look up Ship To button.</p> 

Training Guide

AR240 - Managing Customer Billing, Receivables and Customer Payments - DBF



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General Enterprise And Resource Support

Look Up Ship To

SetID: SHARE

Ship To Location: begins with

Description: begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-62 of 62 Last

Ship To Location	Description
02	CIRCUIT COURT/ANNE ARUNDEL
03	CIRCUIT COURT/BALTIMORE COUNTY
04	CIRCUIT COURT/CALVERT COUNTY
05	CIRCUIT COURT/CAROLINE COUNTY
06	CIRCUIT COURT/CARROLL COUNTY
07	CIRCUIT COURT/CECIL COUNTY
08	CIRCUIT COURT/CHARLES COUNTY
09	CIRCUIT COURT/DORCHESTER COUNTY
1	CIRCUIT CT 1 ALLEGANY COUNTY
10	CIRCUIT CT 1 FREDERICK COUNTY
11	CIRCUIT CT 1 GARRETT COUNTY
12	CIRCUIT CT 1 HARFORD COUNTY
13	CIRCUIT CT 1 HOWARD COUNTY
14	CIRCUIT CT 1 KENT COUNTY
15	CIRCUIT CT 1 MONTGOMERY COUNTY
16	CIRCUIT CT 1 PRINCE GEORGE COUNTY
17	CIRCUIT COURT/QUEEN ANNES CTY
18	CIRCUIT COURT/ST. MARY'S CNTY
19	CIRCUIT COURT/SOMERSET COUNTY
20	CIRCUIT COURT/TALBOT COUNTY
21	CIRCUIT COURT/WASHINGTON CNTY
22	CIRCUIT COURT/WICOMICO COUNTY
23	CIRCUIT COURT/WORCESTER COUNTY
24	CIRCUIT COURT/BALTIMORE CITY
47	DISTRICT COURT OF MD/HOWELL

Step	Action
27.	The Look Up Ship To window displays. Scroll downward if needed.

Look Up Ship To

SetID: SHARE

Ship To Location: begins with


Description: begins with

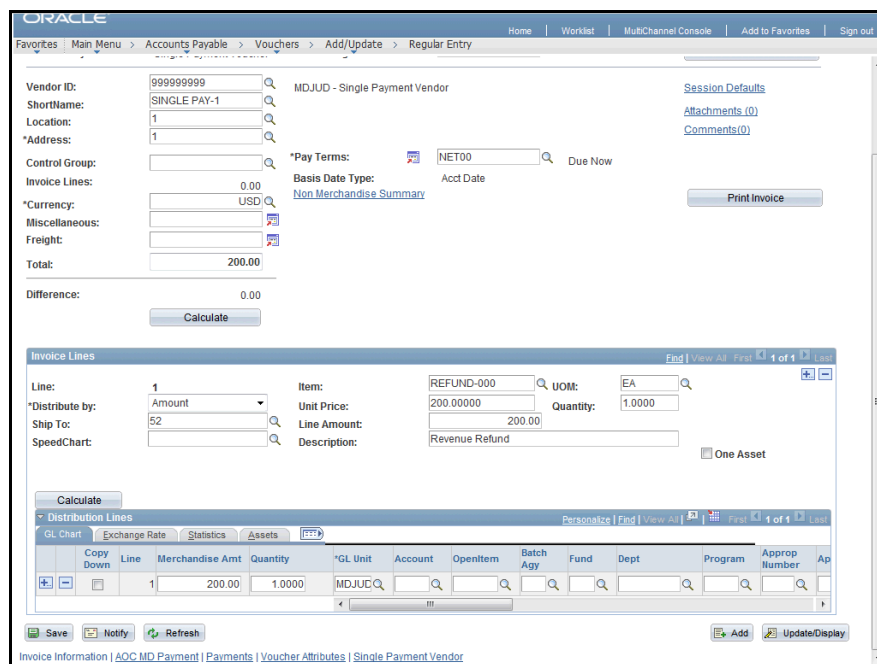
Look Up Clear Cancel Basic Lookup


Search Results

View 100 First 1-62 of 62 Last

02	CIRCUIT COURT/ANNE ARUNDEL
03	CIRCUIT COURT/BALTIMORE COUNTY
04	CIRCUIT COURT/CALVERT COUNTY
05	CIRCUIT COURT/CAROLINE COUNTY
06	CIRCUIT COURT/CARROLL COUNTY
07	CIRCUIT COURT/CECIL COUNTY
08	CIRCUIT COURT/CHARLES COUNTY
09	CIRCUIT COURT/DORCHESTER COUNTY
1	CIRCUIT CT 1 ALLEGANY COUNTY
10	CIRCUIT CT 1 FREDERICK COUNTY
11	CIRCUIT CT 1 GARRETT COUNTY
12	CIRCUIT CT 1 HARFORD COUNTY
13	CIRCUIT CT 1 HOWARD COUNTY
14	CIRCUIT CT 1 KENT COUNTY
15	CIRCUIT CT 1 MONTGOMERY COUNTY
16	CIRCUIT CT 1 PRINCE GEORGE COUNTY
17	CIRCUIT COURT/QUEEN ANNES CTY
18	CIRCUIT COURT/ST. MARY'S CNTY
19	CIRCUIT COURT/SOMERSET COUNTY
20	CIRCUIT COURT/TALBOT COUNTY
21	CIRCUIT COURT/WASHINGTON CNTY
22	CIRCUIT COURT/WICOMICO COUNTY
23	CIRCUIT COURT/WORCESTER COUNTY
24	CIRCUIT COURT/BALTIMORE CITY
47	DISTRICT COURT OF MD/HOWELL
47G	DISTRICT COURT OF MD/COMMISS
51	DISTRICT COURT/ALLEGANY CNTY
52	DISTRICT COURT/ANNE ARUNDEL
53	DISTRICT COURT/BALTIMORE CNTY
54	DISTRICT COURT/CALVERT COUNTY
55	DISTRICT COURT/CAROLINE COUNTY
56	DISTRICT COURT/CARROLL COUNTY
57	DISTRICT COURT/CECIL COUNTY
58	DISTRICT COURT/CHARLES COUNTY
59	DISTRICT COURT/DORCHESTER CNTY
60	DISTRICT COURT/FREDRICK CNTY
61	DISTRICT COURT/GARRETT COUNTY
62	DISTRICT COURT/HARFORD COUNTY
63	DISTRICT COURT/HOWARD COUNTY
64	DISTRICT COURT/KENT COUNTY
65	DISTRICT COURT/MONTGOMERY CNTY
66	DISTRICT COURT/PRINCE GEORGES
67	DISTRICT COURT/QUEEN ANNES
68	DISTRICT COURT/ST. MARY'S CNTY
69	DISTRICT COURT/SOMERSET COUNTY
70	DISTRICT COURT/TALBOT COUNTY
71	DISTRICT COURT/WASHINGTON CNTY
72	DISTRICT COURT/WICOMICO CNTY
73	DISTRICT COURT/WORCESTER CNTY
74	DISTRICT COURT/BALTIMORE CITY
89	DC Warehouse
WF1	Working Fund

Step	Action
28.	Click the 52 link, or your court location number. 
29.	The SpeedChart field with a PCA may be available for each court location (this will negate the need to enter the distribution line information). Enter the SpeedChart information, if known. If one does not exist or is unknown, follow the remaining steps.
30.	Scroll down to reveal additional fields.



Step	Action
31.	Click the Look up Account button. 

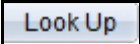


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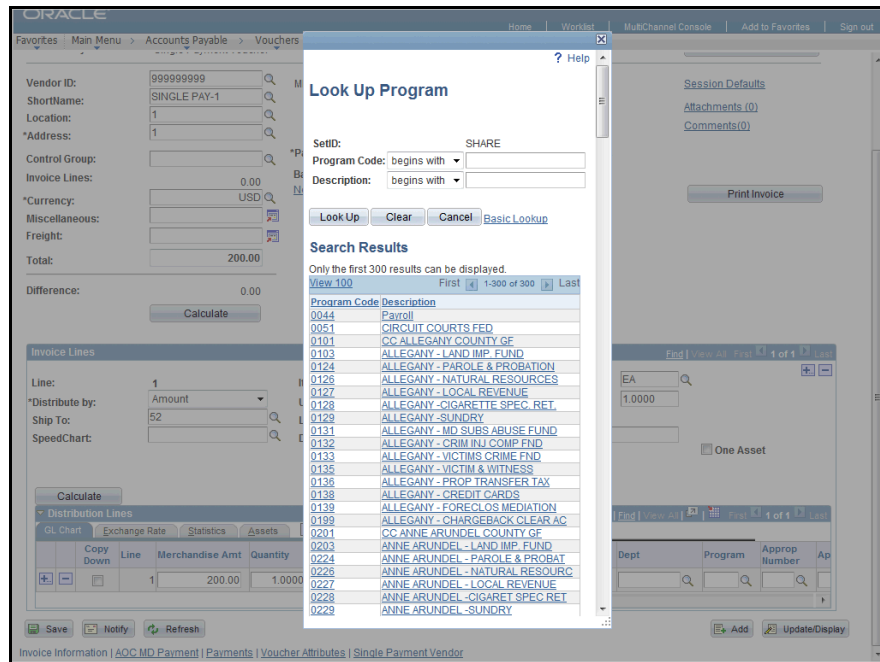
AR240 - Managing Customer Billing, Receivables and Customer Payments - DBF

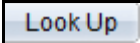





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Step	Action
32.	The Look Up Account window displays. Enter the desired information into the Account field. Enter " 54 ".
33.	Click the Look Up button. 
34.	Click the General Fund link. 
35.	Enter the desired information into the Batch Agy field. Enter " C52 ".
36.	Enter the desired information into the Fund field. Enter " 0001 ".
37.	Click the Look up Program (Alt+5) button. 



Step	Action
38.	The Look Up Program window displays. Enter the desired information into the Program Code field. Enter " 52 ".
39.	Click the Look Up button. 
40.	Click the 5201 link. 
41.	Enter the desired information into the Approp Number field. Enter " A5200 ".
42.	Scroll to the right to reveal additional fields. 
43.	Enter the desired information into the Approp Yr field. Enter " AY2014 ".
44.	Click the Look up PCA (Alt+5) button. 

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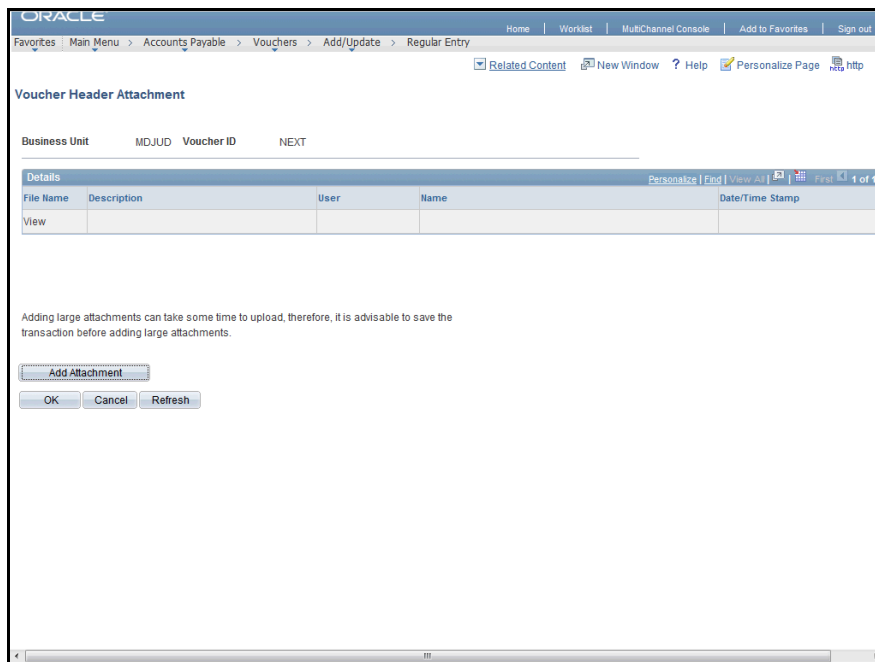
AR240 - Managing Customer Billing, Receivables and Customer Payments - DBF

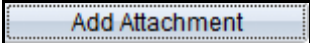
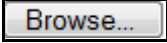
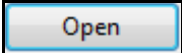

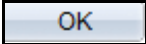
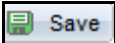


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General Enterprise And Resource Support

Step	Action
45.	<p>The Look Up PCA window displays.</p> <p>Click the DISTRICT COURT link.</p> <p>DISTRICT COURT</p>
46.	<p>Click the Attachments (0) link.</p> <p>Attachments (0)</p>



Step	Action
47.	The Voucher Header Attachment page displays. Click the Add Attachment button. 
48.	Click the Browse... button. 
49.	Once you find the appropriate document, select it and click the Open button. Note: This is where the court-approved document should be attached for DBF review. 
50.	Click the Upload button. 
51.	Enter the desired information into the Description field. Enter " Document for review ".
52.	Click the OK button. 
53.	Click the Save button. 



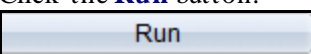
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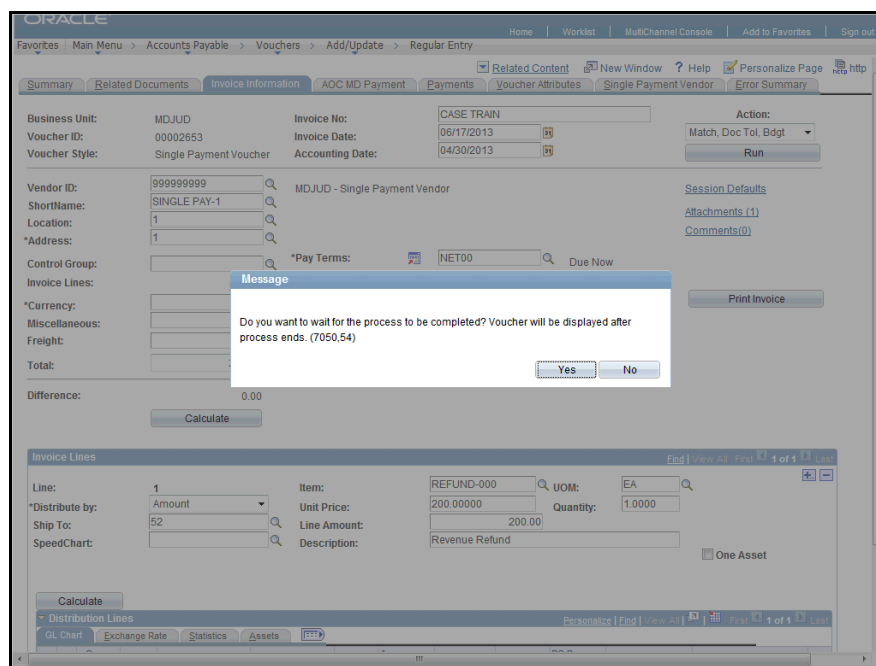
AR240 - Managing Customer Billing, Receivables and Customer Payments - DBF



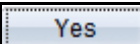
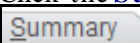
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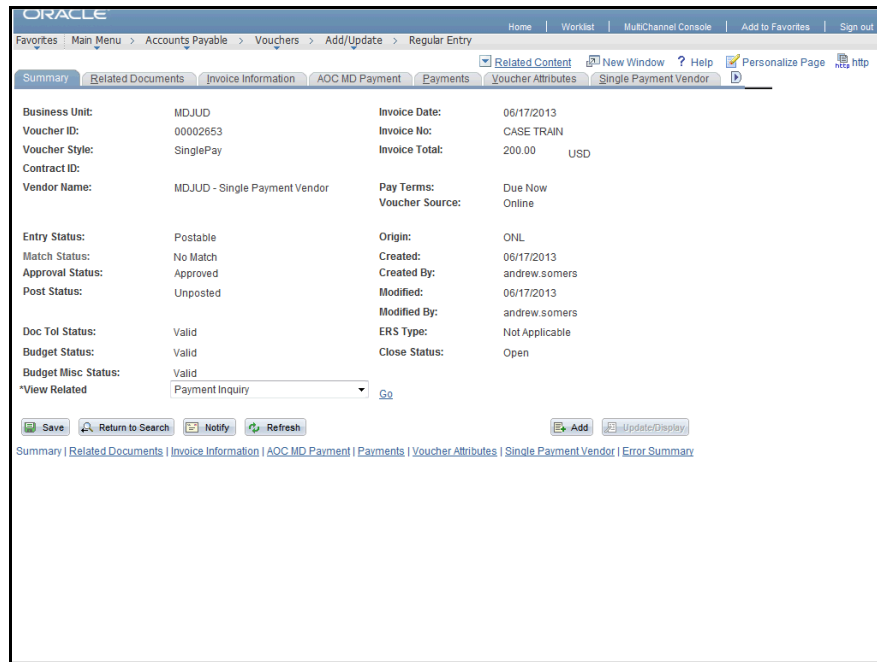
General Enterprise And Resource Support

Step	Action
54.	Click the Action list. 
55.	Click the Budget Checking list item. 
56.	Click the Run button. 



The screenshot shows the Oracle AR240 interface. At the top, there's a navigation bar with 'Home', 'Worklist', 'MultiChannel Console', 'Add to Favorites', and 'Sign out'. Below this is a breadcrumb trail: 'Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry'. The main area has several tabs: 'Summary', 'Related Documents', 'Invoice Information', 'AOC MD Payment', 'Payments', 'Voucher Attributes', 'Single Payment Vendor', and 'Error Summary'. The 'Invoice Information' tab is active, showing fields for Business Unit (MDJUD), Invoice No. (CASE TRAIN), Invoice Date (06/17/2013), and Accounting Date (04/30/2013). There's an 'Action:' dropdown set to 'Match, Doc Tot, Bdgt' and a 'Run' button. Below this, there's a 'Vendor ID' field (999999999) and a 'ShortName' field (SINGLE PAY-1). A 'Message' dialog box is open in the center, asking 'Do you want to wait for the process to be completed? Voucher will be displayed after process ends. (7050.54)' with 'Yes' and 'No' buttons. At the bottom, there's an 'Invoice Lines' section with fields for Line (1), Item (REFUND-000), Unit Price (200.00000), and Quantity (1.0000).

Step	Action
57.	Click the Yes button. 
58.	Click the Summary tab. 



The screenshot shows the Oracle AR240 Summary page. The top navigation bar includes links for Home, Worklist, MultiChannel Console, Add to Favorites, and Sign out. The main content area displays various fields organized into two columns. The left column contains fields like Business Unit, Voucher ID, Voucher Style, Contract ID, Vendor Name, Entry Status, Match Status, Approval Status, Post Status, Doc Tot Status, Budget Status, and Budget Misc Status. The right column contains fields like Invoice Date, Invoice No, Invoice Total, Pay Terms, Voucher Source, Origin, Created, Created By, Modified, Modified By, ERS Type, and Close Status. At the bottom, there are buttons for Save, Return to Search, Notify, Refresh, Add, and Update/Display. A breadcrumb trail at the very bottom shows the path: Summary | Related Documents | Invoice Information | AOC MD Payment | Payments | Voucher Attributes | Single Payment Vendor | Error Summary.

Step	Action
59.	<p>The Summary tab displays.</p> <p>Review the Summary Page:</p> <p>Once the payment has been processed for budget checking, due to workflow which is setup for Accounts Payable, your Approval Status should be 'Pending.' This will now be routed through Workflow to the court supervisor for approval.</p>
60.	<p>You have successfully completed the <i>Processing Revenue Refunds</i> topic.</p> <p>You have learned how to:</p> <ul style="list-style-type: none"> - process and review your revenue refunds <p>End of Procedure.</p>

Course Summary



Congratulations!

You have successfully completed the *AR240 Managing Customer Billing, Receivables and Customer Payments - DBF* course. In this course, you have learned how to:

Training Guide

AR240 - Managing Customer Billing, Receivables and Customer Payments - DBF



- Understand payment processing
- Process employee payroll advances
- Process payments transmitted from MD State Treasury Interface
- Process interest payments
- Process asbestos payments
- Process federal tax liens
- Process landlord tenant payments
- Process grant wire payments
- Process revenue refunds

We hope that you found this class informative, interactive, and fun. Check out other GEARs training courses, available on the GEARs website at <http://courtnet/gears/index.html> (<http://courtnet/gears/index.html>).

We are always looking for opportunities to improve our courses. If you have ideas on improving this course please share your feedback by sending us an email at gears@mdcourts.gov (<mailto:gears@mdcourts.gov>).